

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 MEETING AGENDA TUESDAY, JULY 14, 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 July 9, 2026 Upshur County Commission meeting agenda is presented for review. *(information only)*
4. **Lewis-Gilmer E-911 Monthly Report:** The June 2026 Lewis-Gilmer E-911 Report is presented for review. *(information only)*
5. **Lewis County Sheriff's Mileage Report:** The June 2026 Sheriff's Mileage Report is presented for review. *(information only)*
6. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Weston Neighborhood Watch, Inclusive Playground Planning, Planning Commission, 911 Advisory, etc. *(information only)*

BUSINESS

7. **Coal Severance Budget Revision:** Commission will consider a coal severance budget revision. *(action required)*
8. **Lewis County Health Department Request:** Crystal Lough, Health Department Administrator, requests approval for permit fees as approved by the Lewis County Board of Health. *(action required)*

9. **West Virginia State Auditor's Office:** Commissioners will review and consider the new Salary Schedule reflecting the increases provided for in Senate Bill 587, which was passed by legislature during the 2026 regular session. *(action required)*
10. **Lewis County Economic Development Authority Board Appointment:** Director, Ray Smith, submits the following person for consideration of appointment to the LC Economic Development Authority Board: Chad Westfall, to fill Rod Wyman's unexpired term through December 31, 2026. *(action required)*
11. **Time Sheets, Leave Requests and Annual Leave Transfers:** Barb Winans, Perry Blake *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

12. **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)*
13. **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)*
14. **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)*
15. **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:

16. **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

Work Session: EMS, July 14, 2026 11:00 a.m., Commission meeting room

Executive Session: Lewis County Fire Chiefs, Public Safety Discussion, July 16, 2026 7:00 p.m.

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: July 9, 2026
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• June 25, 2026
- 9:15 a.m. Patricia McCarron, Trustee of PMBR Haven Trust – Discuss proposed Valley North Transmission Line project and review the submitted Formal Comment and Objection to the Valley North Transmission Line Project.
- 9:30 a.m. Tim Bryan, Upshur County resident – Discuss proposed Valley North Transmission Project
- 10:00 a.m. Jody Light, President of the Almost Heaven BBQ Bash, providing a recap of the event.
- 10:15 a.m. Upshur County Relay for Life, Chairperson Robin Oldaker - Presentation of the Upshur County Relay for Life Proclamation. *
- 11:00 a.m. Estate Hearing- The request to consider removing Timothy Scott King as Executor of the Estate of Dorsey B. King, Jr. for failure to perform his duties as the personal representative of the estate.

Items for Discussion / Action / Approval:

1. Consider approving publication of a Request for Bids for the potential sale of property located at 156 Hampton Road, formerly known as the Hampton Community Building / Old Hampton School property. *
2. Consider entering an Order to place the proposed Amendment to the existing Fire Service Fee on a ballot referendum on the upcoming General Election ballot on November 3, 2026, pursuant to W.Va. Code §7-17-12. *
3. Approval and signature of Pitney Bowes Sourcewell State and Local Fair Market Value Lease for a term of 60 months in the monthly amount of \$541.17, billed quarterly at \$1,623.51. * [Under Separate Cover](#)
4. Review and approve the Upshur County Commission's Notice of Cancelled Meetings for July through December, 2026. *
5. Consider and act upon a request from Matthew Sisk, Upshur County Schools Director of Safety, for a letter of support to accompany the Upshur County Schools' Community Oriented Policing Services (COPS) Grant application to assist with funding a new PA system as part of the school safety initiative. *
6. Review and authorize participation in a no-cost 90-day pilot of the Prizym platform at the Upshur County E911 Communications Center; to help evaluate how AI-powered communications, real-time transcription, multilingual

language support and workflow automation can improve operational efficiency, situational awareness, and service delivery. *

7. Review a Language Services Agreement between CONVEY911, LCC and the Upshur County Communications Center to provide a multilingual communication platform with transcription, translation, and human interpreter access. Upon approval of the statement of work, the monthly charge would be \$150 per month or \$1,800 annually. *
8. Consider a request for a Letter of Support from Julia Kesler, Director of Social Services, Children's Home Society of West Virginia Foster Care Program to accompany their West Virginia First Foundation funding request to support their Pathways to Permanency project. *
9. Consider a request from Belinda Lewis for the appointment of Thomas Hackett to fill the vacancy as Upshur County Commission representative on the Upshur County Solid Waste Authority. Upon approval, the four-year term would begin on July 1, 2026. *
10. Consider a request from Kyle Nuttall for the reappointment of Sherry Dean to the Upshur County Public Library Board of Trustees for a five (5) year term beginning on July 1, 2026. *
11. Authorize approval of the Statement of Salaries of Elected Offices for fiscal year July 1, 2026, through June 30, 2027, per W. Va. Code §7-7-3. An increase was proposed in Senate Bill 587, which passed by the legislature during the 2026 regular session along with Senate Bill 701, which increases the Sheriff's commission on property tax collections. Upon approval, any necessary adjustments to the budget resulting from this legislation must be included on the first General County budget revision for fiscal year 2026-2027 due by July 31, 2027. *
12. Correspondence from Rena Zirkle, Upshur County Recreational Park Director, requesting a pay wage increase for an Assistant Manager. Upon approval, the changes will take effect retroactively on Sunday, June 28, 2026. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
13. Correspondence from Jan Cochran, Lewis-Upshur Animal Control Facility Director, to hire Hannah R. Lahman as part-time Kennel Attendant at the Facility. Upon approval, Ms. Lahman's employment will take effect on Sunday, July 12, 2026 and she will work no more than 16 hours per week. *
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 Tabatha R. Perry, County Administrator, to Judge Kurt Hall requesting permission to process payment in the amount of six thousand five hundred forty-five dollars (\$6,545.00) from the Worthless Check Fund for Magistrate Court Bailiff Services for fiscal year ending June 30, 2026. Bailiff services were provided to the Magistrate Court on one hundred eighty-seven (187) days in FY 2026.
2. WVDEP Sub Grant Request for Funds in the amount of \$13,000 for expenditures incurred to reclaim the dilapidated property located at 88 Jack Lane, Buckhannon, WV.
3. Certification of Customers and Request for Information from the Adrian Public Service District to the Public Service Commission pursuant to WV Code §16-13A-4.

4. FOIA request received and fulfilled from Patricia McCarron for Valley Link, Valley North Transmission Line.
5. FOIA request received and fulfilled from PMRB Haven Trust (Rock Cave, WV) for Valley North Transmission Line.
6. FOIA request received and fulfilled from Rebecca Adams for 2173 Lee Glass Road, Buckhannon.
7. FOIA request received and fulfilled from Jason Masters for 7 Millertown Road, Buckhannon.
8. Correspondence from the West Virginia Department of Transportation announcing dates for public workshops for the public to review information on future federal transportation funding and projects. Comments on the published STIP will be accepted for 45-days and conclude August 21, 2026.
9. Upshur County Sheriff's Financial Statement for period ending May 31, 2026.
10. Upshur County Building and Floodplain Permits for June, 2026
11. Upshur County E911 Communication Reports – May 2026
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report

[Under Separate Cover](#)

12. Public Notices:

- a) Newsletters and/or Event Notifications:
 - Veterans Mobile Office Hours
- b) Agendas and/or Notice of Meetings:
 - Council of the City of Buckhannon
 - Elkins Road Public Service District
- c) Meeting Minutes:
 - Upshur County Parks and Recreation Board

July 16, 2026

July 2, 2026

July 7, 2026

May 19, 2026

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

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

13. Appointments Needed or Upcoming:

- Mountaineer Trail Network:
 - 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 16, 2026 — 9:00 a.m.

Upshur County Courthouse Annex

LEWIS-GILMER E-911 YEARLY TOTALS

CAD #	DATE	2025	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
LEWIS COUNTY															
15	LEWIS SHERIFF		355	373	523	477	423	543							2694
10	WESTON PD		148	162	174	225	223	319							1251
250	WVSP WESTON		158	182	274	231	210	217							1272
230	LEWIS NRP		13	15	17	30	31	20							126
208	LEWIS EMS		196	208	270	216	210	219							1319
201	WESTON FD		127	157	154	140	129	127							834
202	JANE LEW FD		38	40	52	39	46	52							267
203	PRICETOWN FD		23	25	24	22	32	29							155
204	WALKERSVILLE FD		11	29	14	20	21	14							109
205	JACKSON MILL FD		16	21	16	17	24	19							113
206	MIDWAY FD		5	5	5	2	14	4							35
	ANIMAL CONTROL		18	22	31	23	20	37							151
	DOGS PICKED UP														0
	OTHERS PICKED UP														0
														Total	8326
GILMER COUNTY															
104	GILMER SHERIFF		34	63	85	96	96	63							437
102	GLENVILLE PD		74	99	71	109	54	76							483
103	GSU PD		4	5	7	8	1	3							28
150	WVSP GLENVILE		40	42	50	39	41	27							239
130	GILMER NRP		9	10	7	9	0	1							36
175	GILMER EMS		98	80	78	73	88	83							500
101	GLENVILLE FD		36	23	35	20	41	22							177
105	NORMANTOWN FD		8	3	11	5	1	2							30
106	SAND FORK FD		23	11	28	13	16	16							107
107	CEDARVILLE FD		1	1	2	1	6	1							12
108	TROY FD		9	7	13	3	11	6							49
	ANIMAL CONTROL		0	0	0	0	0	0							0
														Total	2098
Total by Month			1444	1583	1941	1818	1738	1900	0	0	0	0	0	0	

DATE 2025 *****	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
ZACH'S COUNTY	8	5	3	3	3	5							27
ZACH'S OWNER	2	7	5	2	2	3							21
ZACH'S SERVICE	4	4	2	4	4	2							20
ZACH'S TOTAL	14	16	10	9	9	10							68
A & S COUNTY	7	6	3	3	4	4							27
A & S OWNER	1	1	2	2	2	1							9
A & S SERVICE	4	3	2	4	4	2							19
A & S LARGE	1	1	2	2	2	1							9
A & S TOTAL	13	11	9	11	12	8							64
HITT'S COUNTY	8	5	4	2	4	4							27
HITT'S OWNER	0	2	0	4	4	1							11
HITT'S SERVICE	4	4	2	3	5	2							20
HITT'S TOTAL	12	11	6	9	13	7							58
LIPP'S COUNTY	8	5	3	3	4	4							27
LIPP'S OWNER	2	1	1	0	4	4							12
LIPP'S SERVICE	4	3	1	4	4	2							18
LIPP'S LARGE	2	1	1	3	1	2							10
LIPP'S TOTAL	16	10	6	10	13	12							67
TOLANDS COUNTY	8	5	4	2	4	4							27
TOLANDS OWNER	0	0	1	1	1	0							3
TOLANDS SERVICE	4	4	2	3	4	3							20
TOLANDS TOTAL	12	9	7	6	9	7							50
VALLEYCHAPEL COUNTY	8	5	3	3	4	4							27
VALLEY CHAPEL OWNER	2	0	0	0	1	4							7
VALLEY CHAPEL SERVICE	4	3	1	4	4	3							19
VALLEY CHAPEL LARGE	1	2	1	2	2	2							10
VALLEY CHAPEL TOTAL	15	10	5	9	11	13							63
LOVETT'S COUNTY	7	5	3	3	3	4							25
LOVETT'S OWNER	0	2	0	0	0	0							2
LOVETT'S SERVICE	4	4	2	4	4	2							20
LOVETT'S TOTAL	11	11	5	7	7	6							47
GILMER COUNTY													
GLEN- AUTO COUNTY	0	0	0	0	0	0							0
GLEN- AUTO OWNERS	0	0	0	0	0	0							0
GLEN- AUTO SERVICE	0	0	0	0	0	0							0
GLEN- AUTO TOTALS	0	0	0	0	0	0							0
A and S COUNTY	4	2	6	4	8	3							27
A and S OWNERS	1	1	0	1	1	1							5
A and S SERVICE	4	2	2	5	1	2							16
A and S LARGE	0	1	0	1	0	1							3
A and S TOTAL	9	6	8	11	10	7							51

2026

LEWIS-GILMER E-911 TELETYPE REPORT

LEWIS		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
LC SHERIFF	10-27	97	280	197	191	189	144							1098
	10-28	98	236	182	187	158	110							971
	III & CIB	89	150	181	132	49	42							643
	OTHER	23	21	40	36	25	31							176
	DVP	65	39	44	43	81	84							356
WESTON PD	10-27	19	56	42	42	38	31							228
	10-28	32	72	36	30	21	26							217
	III & CIB	0	3	16	10	13	11							53
	OTHER	5	8	3	2	14	3							35
	DVP	9	3	3	6	13	14							48
WVSP	10-27	28	66	53	41	38	20							246
	10-28	31	84	92	60	68	30							365
	III & CIB	7	29	16	0	6	4							62
	OTHER	6	7	12	0	1	3							29
	DVP	35	18	35	46	40	14							188
NRP	10-27	16	4	11	0	6	0							37
	10-28	12	7	6	0	1	3							29
	III & CIB	3	0	2	0	3	0							8
	OTHER	1	0	1	2	3	1							8
	DVP	3	0	1	2	2	1							9
PROSECUTOR	10-27	4	20	5	0	0	0							29
	10-28	0	0	0	0	0	0							0
	III & CIB	19	53	27	11	2	0							112
	OTHER	0	17	0	0	0	2							19
	DVP	0	0	0	0	0	0							0
PROBATION	10-27	1	10	7	0	0	0							18
	10-28	0	0	0	0	0	0							0
	III & CIB	12	8	10	0	0	0							30
	OTHER	2	15	1	0	0	3							21
	DVP	0	0	0	0	0	0							0
SWJS PARK	10-27	0	0	0	0	0	0							0
	10-28	0	0	0	0	0	0							0
	III & CIB	0	0	0	0	0	0							0
	OTHER	0	0	0	0	0	0							0
	DVP	0	0	0	0	0	0							0
FAMILY COURT	III & CIB	0	0	0	0	0	0							0
DAY REPORT	10-27	0	4	3	0	0	0							7
	10-28	0	0	0	0	0	0							0
	III & CIB	0	0	0	0	0	0							0
	OTHER	0	1	0	0	0	0							1
	DVP	0	0	0	0	0	0							0

TOTAL TRANSACTIONS 5043

June 2026 MILEAGE REQUEST

UNIT LIC.

- 150 M. Metz / Vin. E03706 / 5194 – 25 TRK 6827
- 151 M. Cayton / Vin. A32097 / 5122- 25 SUV 17420
- 152 Z. Lopez / Vin.B88022 / 5191- 25 SUV 14061
- 153 B. Hendershot / Vin. C19510 / 4913 – 23 SUV 20200
- 154 D. Shipman / Vin. A40308 / 4961 - 22 SUV 65103
- 155 R. Masters / Vin.A48451 / 1241 – 22 SUV 73088
- 156 H. Smith / Vin. C62863 / 1234 – 20 SUV 59941
- 157 I. Forinash / Vin. A42305 / - 21 SUV 80338
- 158 H. Lipps / Vin. A18031 / 4960 – 20 SUV 73900
- 159 L. Patterson / Vin. B29979 / 3841 – 22 SUV 62691
- 160
- 170 C. Kirkpatrick / Vin. 7235 / – 25 SUV 14316

171 T. Lafever / Vin. B04451 / 21 SUV 80560

172 E. Linger / Vin. A18030 / 1232 – 20 SUV 77913

173 J. Jenkins / Vin. 572421 / 741-503A - 21 JEEP 81162

174 R. Bush / Vin. 179324 / 4287 – 17 JEEP 53996

175 D. Cayton / Vin. 568479 / 6LB-698 – 17 JEEP 75092

1500 Dep. Reserves / Vin. 319897 / 3258 – 14 CHARGER 53812

Spare - Vin. 106494 / 3929 – 18 INTERCEPTOR 85513

Spare – Vin. I06495 / 3930 – 18 INTERCEPTOR 80322

Spare – Vin. A42304 / 21 SUV 61850

There have been a number of vehicle reassignments. Need actual mileage from each unit.

Thank You

**LEWIS COUNTY HEALTH DEPARTMENT
FEES FOR PERMITS**

General.

- 1.1. Scope -- This rule establishes the fees for permits issued by the Lewis County Board of Health.
- 1.2. Authority. -- W. Va. Code §16-2-11(a)(9), §16-2-11(b)(3).
- 1.3. Filing Date. -- May 6, 2026.
- 1.4. Effective Date. -- January 1, 2027.

Application and Enforcement.

- 2.1. Application - This rule applies to the Lewis County Board of Health which charges a fee for the issuance of permits that are covered by this rule.
- 2.2. Enforcement - The enforcement of this rule is vested with the Lewis County Health Officer or his or her designee.

Definitions.

- 3.1. Bed and Breakfast - An establishment providing lodging facilities in the form of sleeping accommodations and at a minimum, a breakfast for a fee.
- 3.2. Body Piercing Studio - means any room or space where body piercing is practiced or where the business of body piercing or any part thereof is conducted.
- 3.3. Campground - A tract of land maintained and offered to the public for payment for the location or placement of two or more camping units as defined in the bureau's "General Sanitation" rule, 64CSR18.
- 3.4. Care Facility -- Facilities included, but not limited to, public or private halfway houses, adult day care facilities, residential care facilities (such as juvenile group homes and work release centers), and non-disaster emergency shelters (such as homeless shelters and family violence protection centers). The term does not include healthcare facilities licensed by the Office of Health Facility Licensure and Certification in the Office of the Inspector General.
- 3.5. Child Care Center - A facility where care is provided for seven or more children in a 24-hour period. The term does not include facilities excluded in the bureau's "Child Care Centers" rule, 64CSR21.
- 3.6. Developed Site - A location for placement and hookup of a manufactured home.
- 3.7. Fixed Expiration Date - An annual date at which time all permits of the same type expire. The fixed expiration date for each of the permits covered by this rule is derived from the state code or the rule which authorizes the issuance of the particular permit.

3.8. Food Service Establishment - Any fixed or mobile restaurant; coffee shop; cafeteria; short-order cafe; soda fountain; tavern; bar; cocktail lounge; delicatessen; nightclub; roadside stand; industrial feeding establishment; private, public, or non-profit organization or institution routinely serving food; catering kitchen; commissary or similar place in which food or drink is prepared for sale or service on the premises or elsewhere; and any other eating or drinking establishment or operation where food is served or provided for the public with or without charge.

3.9. Hotel/Motel - Any temporary or permanent buildings or structures which are maintained, offered, or used as sleeping quarters for pay.

3.10. Individual Sewage Disposal System - A system for the collection, treatment and disposal of sewage which serves a single dwelling or establishment.

3.11. Industrial Campground - A campground for the location or placement of two or more camping units as defined in 64CSR18, and to be occupied by workers employed for an industrial purpose and intended for long term stays of over 60 days.

3.12. Innovative Alternative Type Sewage System - A method of sewage disposal for a single-family dwelling or establishment for which design standards have been prepared and listed in the West Virginia Bureau for Public Health rule, "Sewage Treatment and Collection System Design Standards," 64CSR47, as an innovative or alternative system.

3.13. Labor Camp - A labor camp includes any lumber, mining, agricultural, construction, or other industrial camp where 10 or more persons are employed and housed in temporary quarters, such as cars, motor homes, camper vehicles, wagons, tents, cabins, buildings, or other similar enclosures.

3.14. Mass Gathering - Any group of 250 or more persons assembled together for a meeting, festival, social gathering, concert or other similar purpose. The term shall not include assembly in any permanent buildings or permanent structures designed, equipped and intended for use by large numbers of people. The term shall not include assembly in any outdoor venue ordinarily used and equipped for such events. For the purposes of this rule, "equipped" means supplied with adequate sanitary facilities for the intended use.

3.15. Mobile Food Establishment (includes Reciprocity Permit) - A food establishment that is mobile by means of mechanical, electrical, manual, or otherwise propelled vehicle operating on land or water that complies with 64CSR17 Food Establishment Rule - FDA Food Code Mobile Food Establishment Matrix recommendations based on the menu of food items provided.

3.16. Manufactured Home Community - Any site, area, tract, or parcel of land upon which four or more manufactured homes, used or occupied for dwelling purposes, are parked, either free of charge or for a monetary consideration.

3.17. Organized Camp - Any area, place, parcel, or tract of land on which facilities are established or maintained to provide an outdoor group living experience for children or adults, or where one or more permanent or semi-permanent structures are established or maintained as living or sleeping quarters for children or adults, and operated for educational, social, recreational, religious instruction or activity, physical education or health, or vacation purposes either gratuitously or for compensation, provided, that this definition shall not be construed to include a hunting, fishing, or other camp privately owned and

used exclusively for the personal pleasure of the owner.

3.18 Photo Therapy Device-A device used for exposure to daylight or to specific wavelengths of light using lasers, light-emitting diodes, fluorescent lamps, dichroic lamps or very bright, full-spectrum light, usually controlled with various devices.

3.19. Potentially Hazardous Food or Drink (time/temperature control for safety food) - Any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms.

3.20. Recreational Water Facility - A body of water, under the control of a person, which has been modified, improved, constructed or installed for the purpose of public swimming or bathing. It includes, but is not limited to, bathing beaches; swimming, wading, and diving pools; water slides, spray pools, lazy rivers, and wave pools; spas, hot tubs, therapeutic pools, hydrotherapy pools and whirlpools. A recreational water facility does not include a private residential swimming pool defined in subsection 2.10 of the bureau's "Recreational Water Facilities" rule, 64CSR16.

3.21. Retail Food Store - Any place, structure, premise, vehicle, or any part thereof in which food is sold retail, offered for retail sale, or served not to be consumed on the premises. For the purpose of this rule, the term "retail food store" does not include establishments which handle only pre-packed non-potentially hazardous foods; roadside markets that offer only fresh fruits or fresh vegetables; or the delicatessen operation of a retail food store.

3.22. Sewage Tank Cleaner - Any person engaged in the collection, removal, transportation or disposal of sewage.

3.23. School - a public or private organization that provides instruction for the teaching of children. The term includes early childhood/ primary education centers, middle school/junior high education centers, adolescent/high school education centers and vocational education centers. The term does not include childcare centers as defined in the bureau's "Child Care Centers" rule, 64CSR21.

3.24. Subdivision - A tract of land which has been divided into two or more lots, tracts, parcels, plats, sites, areas, units, interests, or other division for the purpose of dwelling or establishment development and including the division of land by deed, metes and bounds description, lease, map, plat, or other instrument, or by act of construction.

3.25 Tanning Facility- any commercial location, place, area, structure or business where a tanning device is used for a fee, membership dues or other compensation.

3.26 Tanning Device-Any equipment that emits radiation used for tanning of the skin, such as a sun lamp, tanning booth or tanning bed, and includes any accompanying equipment, such as protective eye wear, timers and handrails.

3.27. Tattoo studio - means any room or space where tattooing is practiced or where the business of tattooing or any part thereof is conducted.

3.27 A Temporary Body Art Studio—A tattoo studio and /or body piercing studio that is set up specifically for a special event, such as a fair, festival, or convention. An application must be submitted to the local health department at least 7 days prior to the event. Once the application is approved the Sanitarian must complete an inspection before any tattooing or body piercing can begin. The temporary permit will be issued once the site passes inspection and is only valid for the specific event and is not transferable to another location or person.

3.28. Temporary Food Service Establishment - A food service establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration and required by W. Va. Code §16-6-3, to have a permit.

3.29. Vending Machine - A machine designed for the dispensing of potentially hazardous food or drink to the public by a self-service method.

3.30. Water Well - Any excavation or penetration in the ground, whether drilled, bored, cored, driven, or jetted for a water supply, for the exploration for water, or for removal of water to dewater construction sites.

3.31. Water Well (Heat Exchange) - Any well constructed to use the heat exchange properties of either groundwater or of geologic material penetrated by the well.

Option to Charge for Permits; Procedure and Implementation of Permit Fee Schedule.

4.1. The Lewis County Board of Health shall charge a fee for the issuance of permits covered by this rule.

4.2. The Lewis County Board of Health shall follow the following procedures prior to implementation of a Permit Fee Schedule:

- 4.2.1 Present proposed fee schedule to the board of health for initial review and approval.
- 4.2.2 After the local board of health's approval of a proposed schedule of fees, the board shall place notice in the State Register and on the organization's web page setting forth a notice of proposed action, including the text of the new local health department rule or the amendment and the date, time, and place for receipt of public comment [§16-2-11(b)(3)(C)], provide the notice to the board's appointing authority with a request for publication on the authority's website and in its public offices, place a one-time Class II Legal Advertisement in the local newspaper and allow for a 30-day comment period.
- 4.2.3 Upon completion of the 30-day comment period, the board of health shall meet and review any public comments received prior to final approval of the fee schedule.
- 4.2.4 Once all public comments have been considered, the board shall vote on final approval of the proposed permit fee schedule and implementation date.
- 4.2.5 The Board of Health shall notify the appointing authority and request approval of the proposed fee schedule and provide the following information:

- (a) A copy of the proposed fee schedule;
- (b) A copy of the posted notice of the proposed fees and a description of the public notice process;
- (c) A copy of comments received on the proposed fees; and
- (d) A response to the comments.

4.2.6 With approval from the appointing authority, the board of health shall implement the Fees for Permit Schedule.

4.2.7 A copy of the final approved Fees for Permit Schedule shall be filed with the county clerk.

Permits and Fees.

5.1 The list of permits and corresponding fees are listed in Table 1 attached below.

Table 1

Permit		Permit Fee Guideline	Expiration Date (Annually)
Bed and Breakfast		\$72.00	6/30
Campground			6/30
	Fee per site	\$7.00	
	Minimum fee	\$70.00	
Care Facility		\$72.00	6/30
Child Care Center			12/31
	Number of Children		
	Family Day Care Facility (7-12)	\$72.00	
	Day Care Center (13-25)	\$150.00	
	Day Care Center (26 and over)	\$222.00	
Food Service Establishment			6/30
	Seating Capacity		
	0 – 20	\$150.00	
	21 – 50	\$300.00	
	51 – 80	\$450.00	
	81 and over	\$600.00	
*	If the facility has a liquor license from the West Virginia Alcoholic Beverage Control Administration – an additional \$150 fee shall be added to each seating capacity amount.	\$150.00	

Hotel/Motel			6/30
	Number of Rooms		
	0 – 20	\$150.00	
	21 – 50	\$300.00	
	51 – 80	\$450.00	
	81 and over	\$600.00	
Individual Sewage Disposal Systems and Innovative Alternative Type Sewage Systems			1 year from date of issue
	Type of System		
	Conventional Single-Family Dwelling	\$222.00	
	All other types of system	\$450.00	
Permit		Permit Fee Guideline	Expiration Date (Annually)
Industrial Campground		\$120.00	6/30
Labor Camp		\$150.00	6/30
Mass Gathering			End of Event
	\$72.00 per event	\$72.00	
Mobile Food Establishment		\$150.00	6/30
Manufactured Home Community			12/31
	Number of Lots		
	Up to 10 units	\$150.00	
	11 to 20 units	\$180.00	
	21 to 30 units	\$270.00	
	More than 30 units	\$330.00	
Organized Camp		\$108.00	6/30
Recreational Water Facility		\$150.00	12/31
Retail Food Store			6/30
	Fee per checkout	\$72.00	
Schools (Facility)			6/30
	Fee per site	\$72.00	
Subdivision		Number of Lots	N/A
	Fee per lot	\$14.00	
	Minimum Fee	\$140.00	

Temporary Food Service Establishment (maximum 14 days per event)			Noted on permit
	Fee per unit	\$72.00	
In-State Vendor Temporary Food Service Establishment (non-potentially hazardous food only)			1 year from date of issue
	Fee per unit	\$72.00	
Vending Machine			6/30
	Fee per machine per site	\$72.00	
	Maximum Fee per site	\$432.00	
Water Well Permit		\$150.00	1 year from
		Permit Fee Guideline	Expiration Date (Annually)
Temporary Body Art Studio			Noted on Permit
	Fee per Artist	\$100.00	
The following permit fees are set by WV Legislative Code or Rule and cannot be changed			
Body Piercing [WV Rule 64CSR80]		\$200.00	6/30
Tattoo Studio [WV Code §16-38-6(e)]		\$200.00	6/30
Sewage Tank Cleaner [WV Rule 64CSR9]		\$16.00	1 year from date of issue
Statewide Mobile Food Permit/Reciprocity...In process with current Legislative Session [WV Code §16-2-18]		TBD	6/30
Water Well (Heat Exchange) [WV Rule 64CSR19]			1 year from date of issue
	1 to 50 ton heat pump system	\$150.00	
** Proration of fees does not apply to fees set by WV Code or Rule			
Prorating of Fixed Expiration Date Permit Fees			
	# of Months from Fixed Expiration Date	% Annual Fee to be Paid	
	< 3 months	25%. of annual fee	
	3 months to < 6 months	50%. of annual fee	
	6 months to < 9 months	75%. of annual fee	
	9 months to < 12 months	100%. of annual fee	
*	The fee charged for an annual permit with a fixed expiration date.		
** Proration of fees does not apply to fees set			

	by WV Code or Rule		
Late Fee for Expired Permits			
*	A late fee of 25 percent for all expired permits listed and will be applied to the permit fee schedule. Payment must be received within 10 days of the expiration date to avoid the late fee assessment.		
**	Late fee does not apply to fees set by WV Code or Rule		

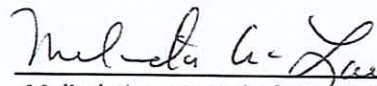
Fee For Service	Fee Guideline	
Water Sample	Per Sample	\$75.00
Reinspection Fee	Per Reinspection Event	\$65.00
Homeowner Septic/Water well Pump installation exam	Good for one year and one system.	\$65.00
HAU Site Visit	Initial site visit, and paperwork submission.	\$125.00
Initial Septic/Water Well Site Evaluation	Initial Site Visit	\$50.00
Home Loan Evaluation		\$200.00
PIC Training by LCHD Staff	Per 5 years	\$75.00
PIC Exam Proctor		\$50.00
Offsite Food Worker Training		\$50.00
Copy of Food Handler Card		\$2.00
Research and/or Copy of Septic/Well Records		\$30.00
Copy of public records -Clinical	Per copy black and white only	\$0.25
Permit Reissue	Establishments, Septic, etc. (lost, etc.)	\$30.00
Plan Review Fee for Small Establishments	• Bed and Breakfast • Body Piercing Studio • Campground (1-10) Sites • Care Facilities (1-12 residents) • Family Day Care (7-12 children)	\$150.00

	• Food Service Establishment (0-20 seating) • Industrial Campground (2-10 camping units) • Manufactured Home Community (4-10 units) • Mobile Food Establishment • Retail food Store (3 checkouts or less)	
Fee For Service	Fee Guideline	
Plan Review Fee for Medium Establishments	• Bed and Breakfast • Body Piercing Studio • Campground (11-25) Sites • Care Facilities (13-25 residents) • Child Care (13-25 children) • Food Service Establishment (21-50 seating) • Industrial Campground (11-25 camping units) • Manufactured Home Community (11-20 units) • Organized Camp (1-25 capers) • Retail food Store (4-6 checkouts)	\$250.00
Plan Review Fee Large Establishments	• Campground (26+ sites)	\$350.00

	• Care Facilities (26+ residents) • Child Care Facilities (26+ Children) • Food Service Establishment (51+ seating) • Hotel/motel (51+ rooms) • Industrial Campground (26+ camping units) • Labor Camp (26+ employees housed) • Manufactured Home Communities (21+ units) • Organized Camp (26+ campers) • Retail Food Store (7+ checkouts) • Schools	
Fee For Service	Fee Guideline	
Septic Reserve Change	1-10 lots minimum fee	\$110.00
Septic Reserve Change	11+ lots (no minimum, per lot fee)	\$10.00
Tanning Facility	1-5 devices	\$200.00
Tanning Facility	6-10 devices	\$300.00
Tanning Facility	11+ devices	\$400.00
Late Fee	This fee only applies to reinspection fees. This is a separate fee from the 25% late fee assessed as a one-time event on expired permits after 10 days.	25% late fee assessed on the first Monday of each month until invoice is paid in full for late reinspection fees.

Signed into effect January 1, 2027, on this day July 1, 2026.


 Dr Bennett Orvik, Health Officer


 Melinda Law, Board of Health Chair

Legal Advertisement

LEWIS COUNTY
BOARD OF HEALTH
DBA LEWIS COUNTY
HEALTH DEPARTMENT
125 COURT AVE
WESTON, WV 26452
304-269-8218

The Lewis County Board of Health will have an open period for public comment for proposed changes in the environmental health service permits and fees.

The fee schedule is available for review at the address listed above for the Lewis County Health Department. The schedule can be viewed Monday through Friday from 8:00 am-4:00 pm excluding federal holidays.

Ad#1507902

PUBLISHER'S CERTIFICATE

I, Rebekah Holmes,
Classified Manager of THE WESTON
DEMOCRAT, a newspaper of general circulation
published in the city of Weston, Lewis County and
state of West Virginia, do hereby certify that the
annexed:

Public Notice

Ad# 1507902

was published in THE WESTON DEMOCRAT 4
time(s) commencing on 05/13/2026 and ending on
06/03/2026 at the request of

LEWIS COUNTY HEALTH DEPARTMENT.

Given under my hand this 06/03/2026.

The publisher's fee for said publication is: \$31.28.

R. Holmes
Classified Manager of
THE WESTON DEMOCRAT

Subscribed to and sworn to before me this
06/03/2026

Carol L.
Notary Public in and for Lewis County, WV

My commission expires on

The 29 day of December 20 30

