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 AGENDA
TUESDAY, JULY 28, 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** **Stephene Bruffy-Moffatt, Lewis County High School:** Information on LCHS school programming. (*information only*)

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** The Upshur County Commission meeting for July 23, 2026 was cancelled. *(information only)*
5. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Unprogressed Estates, Budget Meeting, Flooding, Region VII Council Meeting, EMS Board, Lewis County Park Board, etc. (*information only)*

BUSINESS

6. **General County FY27 Budget Revision 1***:* The Commission will consider the first budget revision for fiscal year 2027. (*action required*)
7. **Resolution of Opposing the Proposed Valley North High Voltage Transmission Line Project:** The Lewis County Commission will present their opposition to the proposed Valley North High Voltage Transmission Line Project. (*action required)*
8. **Fair Housing Annual Reporting Form:** In compliance with the Fair Housing Act, the Lewis County Commission is presented with the Annual Reporting Form and the Program Income Report. (*action required)*
9. **County Clerk, Becky Carder, Requests Appointment:** County Clerk, Becky Carder, requests the appointment of Emergency Absentee Voter Ballot Commissioners. The appointments must be

submitted to the Secretary of State's office by August 5, 2026 for the upcoming General Election. (*action required)*

10. **Resolution Establishing the Lewis County Public Safety Advisory Board:** The Lewis County Commission is presented with a resolution to establish the Lewis County Public Safety Advisory Board. (*action required)*
11. **County Devices Grant:** County Administrator, Tina Helmick, requests a resolution authorizing an application for the WVDEP Covered Electronic Devices Grant. (*action required)*
12. **Bid Opening for Historic Lewis County Courthouse Window Replacement:** The Commission will open and consider bids for the window replacement at the courthouse. (*action required)*
13. **Lewis County Park Request to Hire:** Lewis County Park Director, Josh Hinchman, requests to hire the following: Leeland Hinchman, seasonal maintenance, up to 40 hours per week at $11.00 per hour beginning July 28, 2026. (*action required)*
14. **Consideration of Meeting Cancellation:** Commission will consider the cancellation of the August 4, 2026 meeting due to the lack of quorum. *(action required)*
15. **Time Sheets, Leave Requests and Annual Leave Transfers:** Perry Blake, Amber Kelly (*action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

16. **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)*
17. **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)*
18. **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)*
19. **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:

20. **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

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COMMISSIONERS:

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Chad Westfall, Commissioner

A RESOLUTION EXPRESSING THE LEWIS COUNTY COMMISSION'S OPPOSITION TO THE PROPOSED VALLEY NORTH HIGH-VOLTAGE TRANSMISSION LINE PROJECT

WHEREAS, Valley Link Transmission Company LLC, a partnership involving Dominion Energy, Transource Energy, and FirstEnergy Transmission, has proposed the construction of the Valley-North Transmission Project, a high-voltage electric transmission line extending across portions of West Virginia and neighboring states; and

WHEREAS, proposed routes under consideration may impact Lewis County, West Virginia, including private property, agricultural lands, forests, businesses, and rural communities; and

WHEREAS, the Lewis County Commission has listened to the concerns of citizens, property owners, farmers, and business owners regarding the potential impacts of this project; and

WHEREAS, many residents have expressed strong opposition to the placement of a high-voltage transmission line through Lewis County due to concerns including, but not limited to:

The use of eminent domain and the loss of private property rights;
The permanent impact on family farms and agricultural operations;
The reduction of property values;
The destruction of scenic landscapes and natural resources;
Potential environmental impacts to forests, streams, wildlife habitat, and water resources;
Potential public health concerns raised by residents regarding long-term exposure to high-voltage transmission infrastructure;
Potential impacts on tourism, recreation, and future economic development opportunities within Lewis County; and

WHEREAS, the Lewis County Commission believes that this project provides little or no direct benefit to the residents, businesses, or electric customers of Lewis County or the State of West Virginia while placing a disproportionate burden on local landowners and communities; and

WHEREAS, the Commission believes that the rights of property owners and the preservation of Lewis County's rural heritage, natural beauty, and quality of life should be protected.

NOW, THEREFORE, BE IT RESOLVED, that the Lewis County Commission formally opposes the proposed Valley-North Transmission Project and any route that would cross Lewis County.

BE IT FURTHER RESOLVED, that the Lewis County Commission respectfully requests that Valley Link Transmission Company LLC, the West Virginia Public Service Commission, the Public Service Commission of Maryland, the PJM Interconnection, and all applicable federal and state agencies carefully consider the

significant concerns of Lewis County residents and eliminate any proposed route through Lewis County from further consideration.

BE IT FURTHER RESOLVED, that the Lewis County Commission stands in support of the citizens and landowners of Lewis County in protecting their homes, farms, businesses, property rights, and communities from unnecessary impacts associated with this project.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be transmitted to Valley Link Transmission Company LLC, the Governor of West Virginia, members of the West Virginia Legislature representing Lewis County, the West Virginia Public Service Commission, West Virginia's Congressional Delegation, PJM Interconnection, and any other appropriate state or federal agencies.

ADOPTED this _____ day of _____, 2026.

LEWIS COUNTY COMMISSION

Agnes Queen	Bobby Stewart	Chad Westfall
President	Commissioner	Commissioner

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Equal Opportunity Employer (EOE)

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

FAIR HOUSING RESOLUTION

Whereas, the Lewis County Commission desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this State and the United States, and to encourage and bring about mutual self-respect and understanding among all citizens and groups in Lewis County; and,

Whereas, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, sex, or national origin; and,

Whereas, under the West Virginia State Fair Housing Law, Title 49-2-305, MCA, it is illegal to deny housing to any person because of race, sex, religion, color, age, physical or mental handicap or national origin;

Therefore, be it resolved the Lewis County Commission, West Virginia makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.

Therefore, be it also resolved that a Fair Housing Law poster, which has the "Equal Housing Opportunity "logo, will be displayed at the Lewis County Courthouse.

Therefore, be it also resolved that the following procedures will be used to accomplish the purpose of the aforementioned resolution:

1. The Lewis County Commission shall inform all Lewis County employees of the Lewis County Commissions commitment to fair housing.

2. The Lewis County Commission will post this resolution in Lewis County buildings and other public places and publicize it.

3. The Lewis County Commission shall direct all employees to forward immediately to the Lewis County Commission any reports they receive of housing discrimination.

4. The Commission shall forward such complaints to the West Virginia Human Rights Commission, 1321 Plaza East, Room 108A, Charleston, West Virginia, 25301-1400, within 10 days of receipt of said complaint.

Signature: _____ Title: President

Date: 4/7/26

EQUAL HOUSING OPPORTUNITY

COMPLIANCE with the FAIR HOUSING ACT

ANNUAL REPORTING FORM
For the Period July 1, 2025 to June 30, 2026

Grantee:	Lewis County Commission	**Project Number:**	20CDBG0009
Project Name:	Lewis County Phase I Water Extension Project		
Reporting Period:	July 1, 2025 – June 30, 2026		

Grantees are required by Title I Certifications not to discriminate in the provision of housing and not to discriminate in CDBG-Small Cities and NSP activities that provide housing, housing services, or housing-related facilities. Grantees are required to administer housing and community development programs in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services. HUD and the State of West Virginia have a mandate to carry out all programs in a manner to promote fair housing.

1. **List the actions you have taken to promote and further fair housing. (Attach all documentation)**

1. Declared April as Fair Housing Month in the form of the attached resolution.
2. Placed ads in local paper as a public notice to show that April is Fair Housing Month and to promote equal housing opportunities.
3. Downloaded and prominently displayed posters and brochures found on the HUD website.
4. Utilized the Equal Housing logo available on HUD's website in all general publication, ads, and communications.

2. **Identify any fair housing complaints received this reporting period and indicate the disposition of any complaints.**

No fair housing complaints were known or reported.

Questions regarding Compliance with the Fair Housing Act or Fair Housing activities may be directed to Summer Fleck at (304)352-4161 or by email at Crystal.S.Fleck@wv.gov.

EQUAL HOUSING OPPORTUNITY

B. PROGRAM INCOME REPORT

For the Period of July 1, 2025 to June 30, 2026

Program Income is defined as gross income received by the state, a general unit of local government or a subrecipient of a general unit of local government that was generated from the use of CDBG and NSP funds.

I. GENERAL INFORMATION

A. **Grantee:** Lewis County Commission
B. **Grant #:**
C. **Project #:** 20CDBG0009

II. REVOLVING LOAN FUND LOAN STATUS

A. Are all loan repayments current:

Yes _____ **No** _____

If "NO", attach an explanation which identified the number of days delinquent or if the business has defaulted on the loan.

B. Revolving Loan Fund

1) **Beginning Balance (Grant Award)**		$
2) **Receipts This Period**		
a) Loan Repayments	$	
b) Interest Earned	$	
c) Other Explanation	$	
d) Total Receipts		$ 0
3) **Balance Available**		$ 0
4) **Obligations This Period**		
a) Admin/Delivery Cost	$	
b) Loans	$	
c) Total Obligations		$ 0
5) **Ending Balance**		$ N/A

C. FINANCIAL INSTITUTION(S)

Name: _____
Address: _____
Account #: _____

III. OTHER PROGRAM INCOME ACTIVITIES: Please attach a detailed description of Program Income sources (See 570.489 (e))

1) Beginning Balance (Grant Award)	$
2) Receipts This Period	$
3) Expenditures This Period	$
4) Ending Balance	
Total	$ N/A

IV. GRANTEE CONTACT PERSON:

Name: Shane Whitehair
Address: PO Box 849, Buckhannon, WV 26201
Telephone: (304) 472-6564

V. CERTIFICATION:

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION CONTAINED IN THIS REPORT IS TRUE AND CORRECT.

_____
Signature of Chief Elected Official

_____
Typed Name

_____
Title

Date: _____

Fair Housing and Non-Discrimination Notice

This notice is published pursuant to the requirements of 24 CFR Part 8 Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development, as published in the Federal Register on June 2, 1988. Section 8.4 prohibits discrimination against qualified individuals because of their handicap status.

The Lewis County Commission advises the public, employees, and job applicants that it does not discriminate on the basis of handicapped status in admission, or access to, or treatment, or employment, in its programs and activities.

Also, the Lewis County Commission is taking steps to affirmatively further fair housing, meaning that no person shall be subjected to discrimination (because of race, color, religion, sex, handicap, familial status, or national origin) in the sale, rental, or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions.

All inquiries in regards to complying with these issues need to be directed to: Lewis County Commission, 110 Center Avenue, Weston, WV 26452.



Ad#1504614

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:

Fair Housing and Non-Discrimination Notice
Lewis County Commission

Ad# 1504614

was published in THE WESTON DEMOCRAT 1 time(s) commencing on 04/15/2026 and ending on 04/15/2026 at the request of

LEWIS CO CLERK BECKY CARDER(WD).

Given under my hand this 04/15/2026.

The publisher's fee for said publication is: $24.79.

R Holmes
Classified Manager of
THE WESTON DEMOCRAT

Subscribed to and sworn to before me this
04/15/2026

Carole Wilkinson
Notary Public in and for Lewis County, WV

My commission expires on

The 29 day of December 20 30

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Carole Wilkinson
211 6th St
Point Pleasant WV 25550
My Commission Expires December 29, 2030

Tina Helmick

From: rcarder lewiscountywv.org
Sent: Monday, July 20, 2026 9:55 AM
To: Tina Helmick
Cc: Amber Kelly
Subject: Emergency Absentee Voter Ballot Commissioners

Please place on the agenda for July 28th, the appointment of Emergency Absentee Voter Ballot Commissioners. This is due to the Secretary of State's office by August 5th, 2026, for the upcoming General Election.

Thanks,

Becky
Rebecca L. Carder
Lewis County Clerk
110 Center Avenue
Weston, WV 26452
(304) 269-8215

A RESOLUTION ESTABLISHING THE LEWIS COUNTY PUBLIC SAFETY ADVISORY BOARD

WHEREAS, Lewis County is committed to ensuring the highest level of public safety, professionalism, and accountability among its fire service organizations; and

WHEREAS, Fire Departments within Lewis County who employ paid personnel would benefit from standardized, countywide guidelines regarding hiring practices, employee conduct, and personnel policies; and

WHEREAS, there is a need to promote consistency, ethical leadership, and cooperation among participating departments while preserving the local operational authority of each department's governing body and Fire Chief; and

WHEREAS, the Lewis County Commission finds it in the best interest of the health, safety, and welfare of the citizens of Lewis County to establish an advisory board to develop such recommendations.

NOW, THEREFORE, BE IT RESOLVED by the County Commission of Lewis County, West Virginia, as follows:

SECTION 1: ESTABLISHMENT AND APPLICABILITY

There is hereby established the Lewis County Public Safety Advisory Board (LCPSAB). This Resolution shall apply to all participating Lewis County Fire Departments employing paid personnel and their affiliates.

SECTION 2: PURPOSE AND MISSION

The Board is established in an advisory capacity to promote professionalism, accountability, consistency, and cooperation among participating departments. Its mission is to strengthen public safety through professional standards, ethical leadership, and collaborative decision-making, while preserving local operational authority. The Board shall develop countywide recommendations and standardized guidelines for hiring, conduct, and personnel practices, and shall not supersede the authority of individual department governing bodies or Fire Chiefs.

SECTION 3: MEMBERSHIP

The Board shall consist of: (A) The Fire Chief from each participating paid department; and (B) One (1) member of the Lewis County Commission, appointed by the Commission. Members shall serve two-year terms and may be reappointed.

SECTION 4: OFFICERS AND MEETINGS

The Board shall annually elect a Chairperson, Vice-Chairperson, and Secretary, who shall serve one-year terms. The Board shall meet at least quarterly; special meetings may be called by the Chair or a majority of members. A quorum shall be a majority of appointed members. Minutes shall be recorded and distributed to all participating departments and the County Commission.

SECTION 5: RESPONSIBILITIES
The Board shall develop and periodically review advisory recommendations concerning: (1) Hiring Standards, including qualifications, background and driver checks, drug testing, physical ability, certifications, probation, evaluations, and continuing education; (2) Code of Conduct, including professional and ethical behavior, respectful workplace, harassment prevention, social media, public representation, conflicts of interest, confidentiality, use of property, and accountability; and (3) Personnel Best Practices, including attendance, uniforms, safety, incident reporting, wellness, mutual aid, leadership development, and training consistency.

SECTION 6: AUTHORITY, ADOPTION, AND AMENDMENTS
All recommendations of the Board are advisory unless formally adopted by a participating department or incorporated into county policy by the Lewis County Commission. Each department retains sole authority over employment, discipline, and operations. Recommendations require a majority vote of the Board and shall be forwarded to participating departments and the Commission for consideration. This Charter may be amended by a two-thirds vote of the Board, subject to acknowledgement by the County Commission.

SECTION 7: EFFECTIVE DATE
The Board shall operate under the Lewis County Public Safety Advisory Board Standard Operating Guidelines. This Resolution shall become effective upon adoption.

ADOPTED this _ **day of** _____, 2026.

COUNTY COMMISSION OF LEWIS COUNTY, WEST VIRGINIA

_____
President, Lewis County Commission

_____
Commissioner

_____
Commissioner

ATTEST:

_____
County Clerk, Lewis County Commission

FY2027 APPLICATION FOR THE WV CED RECYCLING GRANT PURSUANT TO §22-15a-25 OF THE WEST VIRGINIA CODE

Applicant's Name Lewis County Commission

Applicant's Address 110 Center Ave

City Weston State WV County Lewis Zip 26452

Contact Person Tina Helmick Phone 304 269 8200

Applicant's FEIN 556000338 Email Address thelmick@lewiscountywv.org

Physical Address 110 Center Ave Westone, WV 26452

A. Area to be served by this project:

The area to be served by this project is the entirety of Lewis County, West Virginia, encompassing all five magisterial districts and all incorporated and unincorporated communities within its approximately 390 square miles, including the City of Weston as the county seat, the Town of Jane Lew, and the rural communities of Ireland, Camden, Horner, Roanoke, Alum Bridge, Walkersville, and surrounding areas. With a population of approximately 16,500 residents spread across a largely rural, mountainous geography, Lewis County is

B. Person responsible for project organization and administration:

Name Tina Helmick

Title Lewis County Administrator

Phone 304 269 8200

C. Date project is to begin: 10/01/2026

D. This is a: ☑ New Project ☐ Ongoing Project

Applicant's Name Lewis County Commission

Provide a detailed description of the project and its intended objectives. (Failure to provide sufficient detail may result in disqualification of grant consideration.)

The Lewis County CED Take Back Day is a proposed one day, free collection event designed to provide all Lewis County residents with a safe, convenient, and environmentally responsible outlet for the disposal of Covered Electronic Devices (CEDs) as defined by the West Virginia Electronic Devices Recycling Act. The project will be administered by the Lewis County Commission in partnership with the Lewis County Solid Waste Authority.

The project will consist of a single, highly publicized collection event held at a centrally located, highly visible, easily accessible site in Lewis County, such as the Lewis County Park or the Jackson's Mill Airstrip. The event will be staffed by Solid Waste Authority personnel and/or vendors who will manage traffic control, resident check-in, unloading, sorting, and palletizing of materials.

We will contract with a WV DEP-approved, R2 or e-Stewards certified electronics recycler to accept, transport, and properly recycle all collected materials in full compliance with state and federal environmental regulations. Accepted items include cathode ray tube (CRT) units, desktop and laptop computers, computer monitors, printers, and other CEDs. The event will be free and open to all Lewis County residents with proof of residency, with no limit that would discourage participation, ensuring maximum diversion.

In preparation for the event, Lewis County will execute a comprehensive outreach campaign including press releases to the Weston Democrat, social media promotion through the County Commission and Solid Waste Authority channels, flyers posted at the Courthouse, senior center, municipal buildings, and local businesses, and direct notification to our rural communities and illegal dump clean-up volunteers. All materials

How will the project's accomplishments be measured?

The accomplishments of the Lewis County CED Take Back Day will be measured through both quantitative data collection and qualitative community impact assessment, ensuring full accountability and clear documentation of success for the REAP program.

Quantitatively, our primary measure of success will be the total weight and volume of Covered Electronic Devices diverted from the waste stream. This will be documented through certified weight tickets, bills of lading, and a final inventory report provided by our contracted WV DEP-approved, R2/e-Stewards certified recycler. That report will include total tonnage collected, broken down by device type - including total number of CRT televisions, flat-screen televisions, computer monitors, computers, and other CEDs - which will allow us to calculate the amount of leaded glass and other hazardous materials removed from the environment.

Second, we will track community participation as a direct measure of need and outreach effectiveness. This will include a vehicle log and resident sign-in sheet documenting the

Continued narrative from application.

A. Area to be served by this project: The area to be served by this project is the entirety of Lewis County, West Virginia, encompassing all five magisterial districts and all incorporated and unincorporated communities within its approximately 390 square miles, including the City of Weston as the county seat, the Town of Jane Lew, and the rural communities of Ireland, Camden, Horner, Roanoke, Alum Bridge, Walkersville, and surrounding areas. With a population of approximately 16,500 residents spread across a largely rural, mountainous geography, Lewis County is characterized by long travel distances, limited public transportation, an aging population, and a significant number of low-to-moderate income households who currently have no free, local, and convenient option for the proper disposal of Covered Electronic Devices. This project is designed to be truly county-wide and equitable, with no resident excluded based on municipality or district, and will be centrally located to ensure maximum accessibility for residents from both the northern and southern ends of the county. By serving the whole county from one accessible Take Back Day event, this project will directly combat the pervasive issues of illegal dumping and long-term home stockpiling of e-waste that disproportionately impact our rural hollows, secondary roadways, and waterways including the West Fork River and Stonewall Jackson Lake watershed, ensuring that every Lewis County resident has the opportunity to participate in a clean, safe, and responsible community.

Provide a detailed description of the project and its intended objectives. (Failure to provide sufficient detail may result in disqualification of grant consideration.)

The Lewis County CED Take Back Day is a proposed one day, free collection event designed to provide all Lewis County residents with a safe, convenient, and environmentally responsible outlet for the disposal of Covered Electronic Devices (CEDs) as defined by the West Virginia Electronic Devices Recycling Act. The project will be administered by the Lewis County commission in partnership with the Lewis County Solid Waste Authority.

The project will consist of a single, highly publicized collection event held at a centrally located, high-visibility, easily accessible site in Lewis County, such as the Lewis County Park or the Jackson's Mill Airstrip. The event will be staffed by Solid Waste Authority personnel and/or vendors who will manage traffic control, resident check-in, unloading, sorting, and palletizing of materials.

We will contract with a WV DEP-approved, R2 or e-Stewards certified electronics recycler to accept, transport, and properly recycle all collected materials in full compliance with state and federal environmental regulations. Accepted items include cathode ray tube (CRT) units, desktop and laptop computers, computer monitors, printers, and other CEDs. The event will

be free and open to all Lewis County residents with proof of residency, with no limit that would discourage participation, ensuring maximum diversion.

In preparation for the event, Lewis County will execute a comprehensive outreach campaign including press releases to the Weston Democrat, social media promotion through the County Commission and Solid Waste Authority channels, flyers posted at the Courthouse, senior center, municipal buildings, and local businesses, and direct notification to our rural communities and illegal dump clean-up volunteers. All materials collected will be weighed, inventoried by type, and tracked by the certified recycler, with final weight tickets and a certificate of recycling provided for grant reporting and future planning.

Intended Objectives:

1. To Provide Equitable, Free E-Waste Disposal Access: To eliminate the cost and transportation barrier that prevents many residents, particularly elderly, low-income, and rural residents, from properly disposing of electronic waste.

2. To Divert Hazardous Materials from the Environment: To divert a measurable tonnage of lead, mercury, cadmium, barium, and other hazardous materials found in CEDs away from Lewis County landfills, illegal open dumps, and waterways, directly protecting the West Fork River watershed and public health.

3. To Reduce Illegal Dumping and Home Stockpiling: To significantly reduce the incidence of televisions and computer equipment being illegally dumped along county roads and to help residents safely clear hazardous stockpiles from homes, garages, and outbuildings.

4. To Ensure Responsible and Compliant Recycling: To ensure 100% of collected CEDs are handled by a certified recycler that guarantees no landfilling, no export to developing nations, and full data destruction for computers, in compliance with the WV DEP REAP program.

5. To Increase Public Education and Environmental Stewardship: To use the event as an educational platform to inform residents about the dangers of improper e-waste disposal, West Virginia's CED laws, and the importance of recycling, fostering long-term behavioral change.

6. To Establish a Sustainable Model for Future Collections: To collect accurate data on participation and tonnage to demonstrate the critical need for continued e-waste services in Lewis County and to build a replicable model for future Take Back events.

The ultimate goal of this project is to deliver a clean, well-organized, high-impact event that leaves Lewis County measurably cleaner, safer, and better informed.

How will the project's accomplishments be measured?

The accomplishments of the Lewis County CED Take Back Day will be measured through both quantitative data collection and qualitative community impact assessment, ensuring full accountability and clear documentation of success for the REAP program.

Quantitatively, our primary measure of success will be the total weight and volume of Covered Electronic Devices diverted from the waste stream. This will be documented through certified weight tickets, bills of lading, and a final inventory report provided by our contracted WV DEP-approved, R2/e-Stewards certified recycler. That report will include total tonnage collected, broken down by device type - including total number of CRT televisions, flat-screen televisions, computer monitors, computers, and other CEDs - which will allow us to calculate the amount of leaded glass and other hazardous materials removed from the environment.

Second, we will track community participation as a direct measure of need and outreach effectiveness. This will include a vehicle log and resident sign-in sheet documenting the total number of households and vehicles served, zip codes/communities represented to verify county-wide reach, and volunteer hours contributed. We will also track outreach metrics including press release circulation, social media reach and engagement, number of flyers distributed, and community inquiries received prior to the event.

Third, qualitative accomplishments will be measured through documentation of the event itself.

All data, weight tickets, sign-in sheets, photographs, outreach samples, and the final Certificate of Recycling from our vendor will be compiled into a comprehensive final report to WV DEP REAP, providing verifiable proof that the project met its objectives of diverting hazardous e-waste, serving the entire county, and protecting the environment.

DEPARTMENT OF ENVIRONMENTAL PROTECTION CED RECYCLING GRANT APPLICATION ESTIMATED BUDGET FORM

Applicant's Name Lewis County Commission

Line Item	(A) Grant Requested Amount		(B) Applicant's Match		(C) Total CED Recycling Budget
Request $20,000 or less. Does not require a match.					
Approved EPA Vendor to collect	$ 10,000.00		N/A		$ 10,000.00
Fork lift rental and transport and fuel	$ 2,000.00		N/A		$ 2,000.00
			N/A		
			N/A		
			N/A		
			N/A		
			N/A		
			N/A		
			N/A		
Request over $20,000. All Budget Request over $20,000 must have equal match on a dollar-to-dollar basis.					
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
	$ 12,000.00	+	$ 0.00	=	$ 12,000.00

May not exceed $40,000.00

Line Item = Description of proposed purchase.

Column (A) = The amount of grant funds to be used in this project. This is the requested grant items.

Column (B) = The amount of matching funds the applicant is contributing to the CED recycling program.

Column (C) = Total CED Recycling budget, includes all costs associated with project, including matching funds and in-kind services from applicant, as well as proposed grant funds.

Applicant's Name Lewis County Commission

Provide an explanation of need for the budget line items requested.

(Example: Personnel - Please describe the necessary job duties and/or responsibilities required for the project.)

1. Vendor Services for Covered Electronic Devices Take Back - $10,000
The $10,000 is required to contract a certified R2 or e-Stewards electronics recycler to properly collect, transport, and recycle Covered Electronic Devices [CED] as defined by the WV Electronic Waste Law.

Lewis County does not have a permanent, year round facility permitted to accept and process CEDs, and residents have very limited options for responsible disposal. A one-day collection event creates a large, concentrated volume of material that requires a licensed vendor.

2. Forklift Rental and Fuel - $2,000
The $2,000 is essential for safe and efficient operations on the day of the event.

a) Forklift Rental - approx. $1,200 - $1,500: Covered Electronic Devices are extremely heavy and bulky. A single CRT television can weigh 80-150 lbs, and once 10-15 units are stacked on a pallet, the pallet weighs 1,000+ lbs. They cannot be safely moved by hand over the course of a 6-hour event. A forklift is required to move and stack items.

Please note that grant funding for equipment purchases over $1,000 will be required to have a security lien placed upon the equipment. If applicable, equipment to be titled must have WV DEP REAP listed as first lien holder. All equipment will be subject to on-site inspections for a period of five years.

The applicant understands and agrees that the grant award received upon the approval of this application will be used in accordance with policies and guidelines established by the WVDEP for the CED Recycling Program.

Signature of Authorized Person

President
Title

07/28/2026
Date

RESOLUTION AUTHORIZING AN APPLICATION FOR THE WVDEP COVERED ELECTRONIC DEVICES GRANT

Whereas, the Lewis County Commission **recognize(s) the existence of a litter problem within the boundaries of** Lewis County**, and**

Whereas, the West Virginia Covered Electronic Devices Takeback Program of the year FY2027 provides grants through the West Virginia Department of Environmental Protection for the purpose of establishing electronic recycling or takeback programs, and

Whereas, having reviewed and considered the policies and procedures relating to the Covered Electronic Devices Takeback Grant Program,

Be it resolved that the Lewis County Commission

Hereby endorse(s) and support(s) such a program/event for CED collection **as is indicated in the attached application and**

Hereby authorize(s) Tina Helmick, County Administrator **to plan, budget, and apply for a grant that, if approved, will be used to fund said program being in accord with the policies and procedures governing use and expenditure of said funds.**

Adopted on: 07/28/2026
Date

Signature of Authorized Person

President
Title

REQUEST FOR QUOTATIONS (RFQ)
HISTORIC LEWIS COUNTY COURTHOUSE WINDOW REPLACEMENT
LEWIS COUNTY, WV
COURTHOUSE

The Lewis County Commission is accepting Quotations to remove and replace the windows at the Historic Lewis County Courthouse. The project location is at 110 Center Avenue Weston, WV 26452. Quotations must include the price of all labor, materials and equipment, removal of all existing windows, full install of new windows, warranty, disposal of any/all old windows and debris, and comply with the State Historical Preservation Office requirements. Sealed Quotations are due no later than Noon, Friday, July 24, 2026. Quotations must be clearly marked, **"HISTORIC LEWIS COUNTY COURTHOUSE WINDOW REPLACEMENT."** A mandatory preproposal site inspection of the project is required by the vendor. You must call 304-269-8200 to schedule a date/time for this inspection and to obtain additional project requirements. The Lewis County Commission will open Quotations at the July 28, 2026 meeting. All Quotations must be submitted to the Lewis County Commission, 110 Center Avenue, 2nd Floor, Weston, WV 26452 and remain firm for not less than thirty calendar days from July 24, 2026.

Acc.Id:	45618	
Name:	LEWIS CO CLERK BECKY CARDER(WD)	
Phone:	304-629-8215	
Address:	110 CENTER AVE	
City:	WESTON	
State:	WV	
Postcode:	26452	
Class:	992	Weston Legals
Edition:	WSC WSC	
Start:	06/17/2026	
Stop:	06/24/2026	
Issues:	2	
Units	182.0	
Order ID:	TC 1511155	
TFN:	C	
TFN cycle:		
Rep:	CWILKINSON	
Status:	HO	
Source:	EM	
Paytype:	BI	
Rate:	LW	
Cost EXC GST:	37.08	
Tax:	0.00	
Total Charge:	37.08	

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Outlook

FW: Request to hire

From Tina Helmick <thelmick@lewiscountywv.org>
Date Thu 7/23/2026 9:02 AM
To Amber Kelly <akelly@lewiscountywv.org>

From: jhinchman lewiscountywv.org <jhinchman@lewiscountywv.org>
Sent: Wednesday, July 22, 2026 8:58 PM
To: Tina Helmick <thelmick@lewiscountywv.org>; aqueen4500@aol.com; bobbystewart00@gmail.com; Chad Westfall <cwestfall@lewiscountywv.org>
Subject: Request to hire

Requested hire Leeland Hinchman as seasonal maintenance working up to 40 hours a week at $11.00 an hour starting July 28, 2026.

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