

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

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, FEBRUARY 17, 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. 10:30 AM** **Executive Session:** The Commission will enter into an Executive Session to discuss personnel with Lewis County Park Director, Josh Hinchman. WV Code §6-9A-4 (*action required*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The February 5, 2026 Upshur County Commission meeting agenda is presented for review. (*information only*)
- 5. Lewis-Gilmer E-911 Monthly Report:** The January 2026 Lewis-Gilmer E-911 Report is presented for review. (*information only*)
- 6. Lewis County Sheriff's Mileage Report:** The January 2026 Sheriff's Mileage Report is presented for review. (*information only*)
- 7. Sheriff's Financial Statement:** The amended January 2026 Sheriff's Financial Statement is presented for review. The December 2025 statement and the January 2025 statement are also presented for review. (*information only*)
- 8. WV State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The Auditor's Office has remitted the December 9, 2025 to December 30, 2025 distribution of Public Utilities and IRP Truck Taxes in the amount of \$894.60. The general county portion is \$134.12. The general county portion for the last reporting period was \$4,972.05. The general county portion for this time period last year was \$45.47. (*information only*)
- 9. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: First Energy Meeting, WV Public Health meeting, County

Commissioners Association of West Virginia, Pickleball Opening, West Virginia Association of Counties, 911 Advisory Board, Board of Equalization and Review, Corridor H Water Extension, WV Center County Day, etc.

BUSINESS

- 10. John Breen, Lewis County Assessor:** John Breen advises of a vacancy in the Assessor's office with a letter of resignation from Trent Harrison. *(action required)*
- 11. John Breen, Lewis County Assessor request to post:** John Breen requests to advertise for the position of Data Collector in the Assessor's office. *(action required)*
- 12. Rebecca Carder, Lewis County Clerk request:** Rebecca Carder, County Clerk, makes reference to West Virginia Code §3-3-5(c). After review of said code, it is her opinion that for the May 12th, 2026 Primary Election, one set of Emergency Absentee Ballot Commissioners will be needed. She requests that Terri Walker, a Republican and Rebecca Young, an Unaffiliated, be appointed to serve as Emergency Absentee Ballot Commissioners. *(action required)*
- 13. Americans with Disabilities (ADA) Website Update Requirement:** The ADA Title II web accessibility requirement advises that public entities who service populations of less than 50,000 must update their websites to comply with ADA standards by April 26, 2027. Tina Helmick, Lewis County Administrator, requests consideration to hire the website company LOCABLE, in order to update the Lewis County website to reach compliance by making the site mobile-friendly, using widely accepted accessibility best practices, including readable on-page text, keyboard-accessible navigation, support for alt text on images, and mindfulness of color contrast, button size, etc. The cost of the initial build is \$2,000 (if an agreement is entered into by February 2026). Then, an annual fee of \$324.00 for LOCABLE to host and maintain the site applies. Additionally, a yearly fee of \$490 for the recommended accessibility widget is requested. *(action required)*
- 14. Region VII Community Development Block Grant:** A grant payment request for the Community Development Block Grant is presented for consideration. *(action required)*
- 15. Bid Opening for Purchase and Harvesting of Standing Timber:** The Commission will open and consider bid awards for the purchase and harvesting of the standing timber located on County property in Weston, WV. *(action required)*
- 16. Time Sheets, Leave Requests and Annual Leave Transfers:** Tina Helmick timesheet. Joe Frazier, James Gum, Rick Stout leave requests. *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 17. Actions of the Clerk:** County Clerk Becky Carder presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
- 18. 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)*
- 19. 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)*
- 20. 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:

21. 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: February 5, 2026
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 - January 22, 2026
- 9:15 a.m. Open, review, and read aloud bid submissions for Environmental Credits for the John C. Allen Regional Hub project. Consider purchasing credits from the lowest bidder or combination of bidders to meet project needs. * Page 4
- 9:30 a.m. Kimbra Wachob, Assistant Director of the Upshur County E911 Telecommunications Center, providing an update on Crisis Intervention Training (CIT), Peer Support Group, and introduce therapy dog, Chelsea.
- 10:00 a.m. Board of Review and Equalization

Items for Discussion / Action / Approval:

1. Consider approving a contract with Software Systems Incorporated to monitor the hardware and software maintenance contracts that the county has with IBM on the AS/400. The AS/400 was installed in March 2023 and the initial contract is set to expire March 7, 2026. Upshur County IBM Maintenance Contract renewal options are one year for \$6,368.95 or \$18,096.91 for three years, which is a \$1,009.94 savings. * Pages 5-6
2. Correspondence from Beth Post, President of the Fred Brooks Garden Club, requesting financial assistance in the amount of \$600 to be used to purchase geraniums for the flowerbeds in front of the Courthouse. * Page 7
3. Review and sign a Resolution of Participation in the West Virginia Certified Development Community Program that supports communities to become better prepared for industrial and related economic development. * Page 8
4. Adopt Policy Extending Emergency Absentee Voting. * Page 9
5. Order to approve the Number of Election Officials and Election Commissioners for the May 12, 2026 Primary Election. * Page 10
6. Order to approve the Number of Sets of Emergency Absentee Voting Commissioners for the May 12, 2026 Primary Election. * Page 11
7. Consider approving Department of Homeland Security and Emergency Management volunteers Justin Cummings and Elizabeth Cummings. * Under Separate Cover
8. 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. Letter from the Office of the Governor, announcing the distribution of County Fire Protection Funding in the amount of \$46,439.23 to Upshur County. * Page 12
2. A Notice of Change – Amendment #1 from the West Virginia Department of Environmental Protection approving an extension of performance period to July 31, 2026 for funds awarded through the Dilapidated Properties Program. Page 13
3. Notice of Filing of Order on Default Judgment Hearing which granted the Upshur County Commission a right of entry to property owned by defendants Carolyn Sipe and Cato Energy, LLC. Pages 14-16
4. Correspondence from WSP inviting input, comments and feedback regarding the Proposed Valley North Project in West Virginia, Virginia and Maryland. Pages 17-18
5. Upshur County Sheriff's Financial Statement for period ending December 31, 2025. Pages 19-20
6. West Virginia Qualified Newspaper listing for FY2026. Pages 21-22
7. Upshur County Building & Floodplain Permits for January 2026. Pages 23-24
8. West Virginia State Treasurer's Office Reports for January 2026:
 - a) 4th Quarter 2025 Volunteer Fire Department State Distribution Pages 25-33
 - b) 75% and 25% Coal Severance Tax Distribution Pages 34-41
9. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - None
 - b) Agendas and/or Notice of Meetings:

• Elkins Road Public Service District	February 3, 2026	Page 42
• Council of the City of Buckhannon	February 5, 2026	Page 43
• Upshur County Safe Structures and Sites Enforcement Board	February 11, 2026	Page 44
 - c) Meeting Minutes:

• Adrian Public Service District	December 4, 2025	Page 45
• Upshur County Family Resource Network	December 8, 2025	Pages 46-47
• Upshur County Fire Board	December 16, 2025	Page 48

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

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

10. 2026 Board of Review & Equalization Meeting Schedule – Meetings will be held at the Upshur County Administrative Annex unless otherwise noted. Page 49

01/29/2026 (Thur) 10:00 a.m. No appointments --- Review Property Books

02/03/2026 (Tues) 1:00 p.m.

02/05/2026 (Thur) 10:00 a.m. – Commission Meeting Room

*02/10/2026 (Tues) 1:00 p.m.

*02/12/2026 (Thur) 11 a.m. or 1:00 p.m. Tentative Coal, Oil & Gas Industrials

02/17/2026 (Tues) 10:00 a.m. Adjourn Sine Die

*Submitted as proposed dates for WV State to hold Coal, Oil & Gas Industrial Hearings (10/28/2025).

11. Appointments Needed or Upcoming:

- Upshur County Building Commission – 5-year term beginning immediately through November 10, 2030. (No specific Party registration is necessary)

****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)

Tabled from 9/25/2025 - Review a Resolution from the Upshur County Fire Board requesting the Commission to consider an increase in the Fire Protection Service Fees by the next ballot referendum, as provided in WV Senate Bill 872.

Pages 50-61

Next Regular Meeting of the Upshur County Commission
February 12, 2026 --- 9:00 a.m.
Upshur County Courthouse Annex

JANUARY 2026 MILEAGE REQUEST

UNIT LIC.

150 M. Metz / Vin. E03706 / 5194 – 25 TRK 4330

151 M. Cayton / Vin. A32097 / 5122- 25 SUV 12131

152 Z. Lopez / Vin.B88022 / 5191- 25 SUV 5921

153 B. Hendershot / Vin. C19510 / 4913 – 23 SUV 15675

154 D Cooley / Vin. B29979 / 3841 – 22 SUV 57551

155 C. Matheny / Vin. A40308 / 4961 - 22 SUV 57970

156 R. Masters / Vin.A48451 / 1241 – 22 SUV 63323

157 H. Smith / Vin. C62863 / 1234 – 20 SUV 54431

158 I. Forinash / Vin. A42305 / - 21 SUV 74008

159 H. Lipps / Vin. A18031 / 4960 – 20 SUV 63850

160

170 C. Kirkpatrick / Vin. 7235 / – 25 SUV 8415

171 T. Lafever / Vin. A42303 / 1696 – 20 SUV 50000

172 E. Linger / Vin. A18030 / 1232 – 20 SUV 70228

173 J. Jenkins / Vin. 572421 / 741-503A - 21 JEEP 71109

174 R. Bush / Vin. 179324 / 4287 – 17 JEEP 50873

175 D. Cayton / Vin. 568479 / 6LB-698 – 17 JEEP 73127

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

Spare - Vin. 106494 / 3929 – 18 INTERCEPTOR 84110

Spare – Vin. I06495 / 3930 – 18 INTERCEPTOR 84570

Spare – Vin. A42304 / 21 SUV 61806

Spare – Vin. B04451 / 21 SUV 74057

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

Thank You

Amended

Lewis County Financial Statement
Month Ending- January 2026

Lewis County
02/10/2026 @ 01:32:22 PM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	4,982,799.26	\$343,230.18	\$60,152.69	\$777,401.05	4,608,781.08
Coal Severence	31,531.20	\$9,942.56	\$0.00	\$0.00	41,473.76
General School	132.19	\$3,346.63	\$0.00	\$0.00	3,478.82
Magistrate Court	3,110.65	\$927.79	\$0.00	\$1,689.00	2,349.44
Worthless Check	7,065.17	\$17.42	\$0.00	\$0.00	7,082.59
Dog and Kennel	45,763.68	\$3,379.11	\$0.00	\$379.81	48,762.98
Home Detention	74,844.99	\$5,888.13	\$0.00	\$4,358.70	76,374.42
Emergency 911 Fund	2,281,197.98	\$472,080.84	\$0.00	\$508,272.65	2,245,006.17
Lewis County Aquatic Fund	603,275.00	\$1,487.53	\$0.00	\$0.00	604,762.53
Citizens Education	28,670.44	\$93.37	\$0.00	\$379.95	28,383.86
Federal Equitable	1,498.04	\$0.12	\$0.00	\$0.00	1,498.16
Fire Fees	0.00	\$43,163.70	\$0.00	\$43,163.70	0.00
Sheriff Special Account-State	39,584.06	\$117.62	\$0.00	\$0.00	39,701.68
County Building	484,269.26	\$612.94	\$0.00	\$0.00	484,882.20
Board of Health	793,966.61	\$186,095.99	\$0.00	\$165,504.76	814,557.84
Tax Lien	26,288.34	\$0.00	\$0.00	\$0.00	26,288.34
Delinquent Nonentered	18,623.87	\$0.00	\$0.00	\$884.18	17,739.69
Concealed Weapons	45,306.23	\$280.44	\$0.00	\$1,440.00	44,146.67
Assessor Valuation	266,993.97	\$5,996.32	\$0.00	\$19,417.07	253,573.22
Voters Resistration	679.72	\$0.00	\$0.00	\$0.00	679.72
State Current	0.00	\$5.30	\$1,068.39	\$1,073.69	0.00
Criminal Charges	0.00	\$107.24	\$0.00	\$107.24	0.00
Court Reporter	0.00	\$25.00	\$0.00	\$25.00	0.00
State Police	0.00	\$200.00	\$0.00	\$200.00	0.00
Vehicle License - DMV	0.00	\$20,129.96	\$0.00	\$20,129.96	0.00
State Fines	0.00	\$0.00	\$0.00	\$0.00	0.00
Jury Fund	0.00	\$1,144.00	\$0.00	\$1,144.00	0.00
WV Deputies Fund	723.00	\$598.50	\$0.00	\$698.50	623.00
General Current Expenses	0.00	\$447.44	\$80,133.35	\$80,580.79	0.00
Excess Levy	0.00	\$279.72	\$56,398.68	\$56,678.40	0.00
Weston Current	0.00	\$36.26	\$7,310.23	\$7,346.49	0.00
Jane Lew Current	0.00	\$8.09	\$1,630.25	\$1,638.34	0.00
County Clerk Election Administration	26,440.40	\$408.02	\$0.00	\$0.00	26,848.42
County Clerk Real Property E-Records	26,440.40	\$408.02	\$0.00	\$0.00	26,848.42
LC Blueprint Community	18,707.99	\$0.00	\$0.00	\$0.00	18,707.99
Phase 1 Water Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-911 Revenue Fund	\$0.00	\$33,473.77	\$0.00	\$33,473.77	0.00
E-911 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00
ARPA - PILT	\$141,022.44	\$347.73	\$0.00	\$0.00	141,370.17
Certified to State	\$561,600.40	\$6,606.36	\$0.00	\$13,661.99	554,544.77
Opioid Settlement	\$180,040.18	\$443.93	\$0.00	\$0.00	180,484.11
County Fire Protection	\$28,614.39	\$32,424.86	\$0.00	\$0.00	61,039.25
EMS Salary Enhancement	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Financial Stabilization	\$1,826,241.38	\$76,336.89	\$0.00	\$0.00	1,902,578.27
Totals	\$12,545,431.24	\$1,250,091.78	\$206,693.59	\$1,739,649.04	\$12,262,567.57

Balance in county depositories - End of Month	\$12,961,814.69	Bank Errors	
Less: Orders Outstanding	\$948,572.51	Bank Errors	
Add: Deposits in Transit	\$245,825.39		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)			
Total in county Depositories and Office	\$12,262,567.57	Bank Errors	
		Total	
		True Balance	\$12,262,567.57

I, M. Metz, Sheriff of Lewis Co, West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co, West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Mickey E Metz Lewis
 , Sheriff & Treasurer, County
2-10-26

Difference

Dated and sworn to on this date.

Lewis County Financial Statement
Month Ending- December 2025

Lewis County
01/09/2026 @ 03:20:45 PM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	5,136,021.18	\$422,669.91	\$236,278.05	\$812,169.88	4,982,799.26
Coal Severence	31,445.91	\$85.29	\$0.00	\$0.00	31,531.20
General School	50,698.07	\$4,410.18	\$0.00	\$54,976.06	132.19
Magistrate Court	1,889.58	\$1,221.07	\$0.00	\$0.00	3,110.65
Worthless Check	7,046.06	\$19.11	\$0.00	\$0.00	7,065.17
Dog and Kennel	46,776.33	\$166.61	\$0.00	\$1,179.26	45,763.68
Home Detention	76,120.60	\$3,144.39	\$0.00	\$4,420.00	74,844.99
Emergency 911 Fund	2,061,942.85	\$409,825.19	\$0.00	\$190,570.06	2,281,197.98
Lewis County Aquatic Fund	601,643.15	\$1,631.85	\$0.00	\$0.00	603,275.00
Citizens Education	38,275.35	\$1,508.11	\$0.00	\$11,113.02	28,670.44
Federal Equitable	1,497.90	\$0.14	\$0.00	\$0.00	1,498.04
Fire Fees	0.00	\$6,150.56	\$0.00	\$6,150.56	0.00
Sheriff Special Account-State	39,476.98	\$107.08	\$0.00	\$0.00	39,584.06
County Building	483,596.85	\$672.41	\$0.00	\$0.00	484,269.26
Board of Health	820,184.74	\$87,377.89	\$0.00	\$113,596.02	793,966.61
Tax Lien	26,288.34	\$0.00	\$0.00	\$0.00	26,288.34
Delinquent Nonentered	18,623.87	\$0.00	\$0.00	\$0.00	18,623.87
Concealed Weapons	44,792.00	\$514.23	\$0.00	\$0.00	45,306.23
Assessor Valuation	276,772.48	\$10,504.68	\$0.00	\$20,283.19	266,993.97
Voters Registration	674.62	\$5.10	\$0.00	\$0.00	679.72
State Current	0.00	\$12.65	\$4,396.06	\$4,408.71	0.00
Criminal Charges	0.00	\$356.45	\$0.00	\$356.45	0.00
Court Reporter	0.00	\$25.00	\$0.00	\$25.00	0.00
State Police	0.00	\$275.00	\$0.00	\$275.00	0.00
Vehicle License - DMV	0.00	\$23,012.02	\$0.00	\$23,012.02	0.00
State Fines	0.00	\$145.00	\$0.00	\$145.00	0.00
Jury Fund	(925.20)	\$1,391.00	\$0.00	\$465.80	0.00
WV Deputies Fund	578.00	\$698.50	\$0.00	\$553.50	723.00
General Current Expenses	0.00	\$8,336.36	\$335,872.15	\$344,208.51	0.00
Excess Levy	0.00	\$4,530.09	\$204,866.65	\$209,396.74	0.00
Weston Current	0.00	\$39.71	\$13,799.41	\$13,839.12	0.00
Jane Lew Current	0.00	\$1.91	\$662.38	\$664.29	0.00
County Clerk Election Administration	25,989.09	\$451.31	\$0.00	\$0.00	26,440.40
County Clerk Real Property E-Record	25,989.09	\$451.31	\$0.00	\$0.00	26,440.40
LC Blueprint Community	18,707.99	\$0.00	\$0.00	\$0.00	18,707.99
Phase 1 Water Project	\$0.00	\$5,068.31	\$0.00	\$5,068.31	\$0.00
E-911 Revenue Fund	\$0.00	\$30,973.77	\$0.00	\$30,973.77	\$0.00
E-911 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ARPA - PILT	\$140,640.98	\$381.46	\$0.00	\$0.00	141,022.44
Certified to State	\$756,110.94	\$10,439.02	\$0.00	\$204,949.56	561,600.40
Opioid Settlement	\$179,553.17	\$487.01	\$0.00	\$0.00	180,040.18
County Fire Protection	\$77.00	\$28,537.39	\$0.00	\$0.00	28,614.39
EMS Salary Enhancement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Financial Stabilization	\$1,826,241.38	\$0.00	\$0.00	\$0.00	1,826,241.38
Totals	\$12,736,729.30	\$1,065,627.07	\$795,874.70	\$2,052,799.83	\$12,545,431.24

Balance in county depositories - End of Month	\$13,355,302.15	Bank Errors	
Less: Orders Outstanding	\$1,194,319.03	Bank Errors	
Add: Deposits in Transit	\$380,948.12		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)			
Total in county Depositories and Office	\$12,545,431.24	Bank Errors	
		Total	
		True Balance	\$12,545,431.24

I, M. Metz, Sheriff of Lewis Co., West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Mickey E. Metz
Sheriff & Treasurer,
County

Difference

Dated and sworn to on this date.

Lewis County Financial Statement
Month Ending- January 2025

Lewis County
02/07/2025 @ 10:45:20 AM

Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance	
General County	5,678,106.09	\$427,129.19	\$109,421.63	\$1,343,648.99	4,871,007.92
Coal Severance	33,967.65	\$10,472.17	\$0.00	\$0.00	44,439.82
General School	0.00	\$2,905.65	\$0.00	\$7.00	2,898.65
Magistrate Court	2,114.38	\$1,079.59	\$0.00	\$50.00	3,143.97
Worthless Check	6,402.90	\$76.39	\$0.00	\$0.00	6,479.29
Dog and Kennel	14,726.77	\$879.87	\$0.00	\$1,135.59	14,471.05
Home Detention	96,595.84	\$8,774.06	\$0.00	\$4,772.40	100,597.50
Emergency 911 Fund	3,721,134.18	\$201,459.61	\$0.00	\$127,344.94	3,795,248.85
Lewis County Aquatic Fund	585,451.70	\$1,491.70	\$0.00	\$0.00	586,943.40
Citizens Education	24,731.75	\$77.94	\$0.00	\$0.00	24,809.69
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$5,002.14	\$0.00	\$5,002.14	0.00
Sheriff Special Account-State	25,017.73	\$63.76	\$0.00	\$0.00	25,081.49
County Building	468,568.04	\$614.67	\$0.00	\$0.00	469,182.71
Board of Health	784,946.29	\$137,471.10	\$0.00	\$117,330.02	805,087.37
Tax Lien	49,591.41	\$0.00	\$0.00	\$0.00	49,591.41
Delinquent Nonentered	18,269.98	\$0.00	\$0.00	\$0.00	18,269.98
Concealed Weapons	54,284.54	\$468.48	\$0.00	\$3,475.04	51,277.98
Assessor Valuation	178,618.70	\$6,234.67	\$0.00	\$18,826.24	166,027.13
Voters Reslstration	659.71	\$0.00	\$0.00	\$0.00	659.71
State Current	0.00	\$5.18	\$2,081.48	\$2,086.66	0.00
Criminal Charges	0.00	\$211.97	\$0.00	\$211.97	0.00
Court Reporter	0.00	\$75.00	\$0.00	\$75.00	0.00
State Police	0.00	\$350.00	\$0.00	\$325.00	25.00
Vehicle License - DMV	0.00	\$21,304.78	\$0.00	\$21,304.78	0.00
State Fines	0.00	\$5.00	\$0.00	\$5.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	682.50	\$685.50	\$0.00	\$678.00	690.00
General Current Expenses	0.00	\$8,403.14	\$159,557.32	\$167,960.46	0.00
Excess Levy	0.00	\$4,480.96	\$85,938.93	\$90,419.89	0.00
Weston Current	0.00	\$69.32	\$27,871.56	\$27,940.88	0.00
Jane Lew Current	0.00	\$5.15	\$2,071.23	\$2,076.38	0.00
County Clerk Election Administration	12,661.67	\$2,546.53	\$0.00	\$0.00	15,208.20
County Clerk Real Property E-Records	12,661.67	\$2,546.53	\$0.00	\$0.00	15,208.20
LC Blueprint Community	51,806.72	\$0.00	\$0.00	\$0.00	51,806.72
Phase 1 Water Project	\$0.00	\$259,206.47	\$0.00	\$259,206.47	\$0.00
E-911 Revenue Fund	\$0.00	\$30,973.77	\$0.00	\$30,973.77	0.00
E-911 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00
ARPA - PILT	\$136,859.74	\$348.71	\$0.00	\$0.00	137,208.45
American Rescue Plan	\$357,117.44	\$0.00	\$0.00	\$357,117.44	0.00
Certified to State	\$268,572.93	\$2,562.59	\$0.00	\$23,167.62	247,967.90
Opioid Settlement	\$269,307.10	\$94,354.55	\$0.00	\$0.00	363,661.65
County Fire Protection	\$32,634.55	\$83.15	\$0.00	\$0.00	32,717.70
EMS Salary Enhancement	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Financial Stabilization	\$1,740,765.05	\$85,476.33	\$0.00	\$0.00	1,826,241.38
Totals	\$14,626,257.74	\$1,317,895.62	\$386,942.15	\$2,605,141.68	\$13,725,953.83

Balance in county depositories - End of Month	\$14,565,684.52	Bank Errors	
Less: Orders Outstanding	\$1,153,406.09	Bank Errors	
Add: Deposits in Transit	\$310,175.40		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)			
Total in county Depositories and Office	\$13,725,953.83	Bank Errors	
		Total	
		True Balance	\$13,725,953.83

I, Mickey E. Meiz, Sheriff of Lewis Co., West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Mickey E. Meiz
Sheriff & Treasurer, Lewis County
2-7-2025

Difference

Dated and sworn to on this date.



State of West Virginia

Office of the State Auditor
County Collections Division
State Capitol, Building 1, Suite W-118
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Mark A. Hunt
State Auditor and
Commissioner of Delinquent
and Nonentered Lands

Toll Free: (888) 509-6568
www.wvsao.gov

January 20, 2026

Honorable David B. Gosa
Sheriff & Treasurer
Lewis County
110 Center Ave
Weston, WV 26452

County Current	134.12
County Excess	0.62
School Current	181.93
School Excess	125.42

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$894.60 in the next few days from the State Auditor's Office representing the Public Utilities Tax and IRP Trucks Ad Valorem Fees collected by this office for the period of 12/09/2025 to 12/30/2025.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2014 County Current Expense	2.66	0.00	2.66
2014 County Excess Levy	0.31	0.00	0.31
2014 School Current	3.61	0.00	3.61
2014 School Excess Levy	1.92	0.00	1.92
2015 County Current Expense	2.67	0.00	2.67
2015 County Excess Levy	0.31	0.00	0.31
2015 School Current	3.62	0.00	3.62
2015 School Excess Levy	1.92	0.00	1.92
2025 County Current Expense	128.79	138.00	266.79
2025 School Current	174.70	205.30	380.00
2025 School Excess Levy	121.58	109.21	230.79
Totals	\$442.09	452.51	\$894.60

Any bond money collected is being forwarded to the Municipal Bond Commission for credit.

2/13/2026
89111



Lewis County Assessor
County Court House
P.O. Box 706
Weston, West Virginia 26452
(304) 269-8205



To: John L. Breen
CC: Lewis County Commission

2/2/2026

RE: Resignation

I want to inform you that my last day will be on February 13, 2026.
I would like to thank you all for the opportunity that you have given me.
Hope everyone takes good care, and thank you again!

Sincerely, Trent Harrison

A handwritten signature in blue ink that reads "Trent Harrison".

Tina Helmick

From: John Breen <jbreen@assessor.state.wv.us>
Sent: Tuesday, February 3, 2026 1:26 PM
To: Tina Helmick
Subject: Message from KM_C3321i
Attachments: SKM_C3321i26020312570.pdf

Request to advertise for data collector position.

Thank You!



John L Breen
Lewis County Assessor
PO Box 706
Weston, WV 26452
Office 304-269-8205
Fax 304-269-5723

“The greatest leader is not necessarily the one who does the greatest things. He is the one that gets the people to do the greatest things.”

— Ronald Reagan



Rebecca L. Carder

Lewis County Clerk

Election Division

110 Center Avenue

Weston, WV 26452

Office: (304) 269-8215 Fax: (304) 269-8202

TO: Lewis County Commission

FROM: Rebecca L. Carder
Lewis County Clerk

RE: Emergency Absentee Voter Ballot Commissioners

DATE: February 11, 2026

In reference to West Virginia Code §3-3-5(c), it is my opinion for the May 12th, 2026 Primary Election one set of Emergency Absentee Ballot Commissioners will be needed.

Therefore, with your approval, Terri Walker, a Republican and Rebecca Young, an Unaffiliated, will be appointed to serve as Emergency Absentee Ballot Commissioners.

Seal

Rebecca L. Carder
Clerk of the Lewis County Commission

Approved by the Lewis County Commission on the 17th day of February, 2026.

President

Commissioner

Commissioner



LEWIS COUNTY, WV - COUNTY WEBSITE

February 2, 2026

Prepared for

Lewis County, WV

110 Center Avenue
Weston, WV 63457

Tina Helmick
Lewis County Commission Administrator
thelmick@lewiscountywv.org

Locable
www.locable.com

Brian Ostrovsky
+19165858468
brian@locable.com

1 PROPOSAL SUMMARY

Sustainable and impactful marketing can be challenging, and implementing the right tools ensures you work efficiently without wasted effort on low-level activities.

Lewis County, WV is looking to streamline how you engage locals and visitors alike, support local businesses, develop a great sense of pride, and equip your staff and volunteers to invest their time in areas that are more fruitful and rewarding.

This proposal enables you to consolidate many of the tools you use around Locable's software, based largely on our proprietary [Marketing 3-4-5™ approach](#) to simplify collaboration and community engagement to feature more information about local partners, businesses, events, activities; content marketing and distribution; and/or unlock operational efficiencies, and much more.

Locable supports Main Streets, Chambers, and Tourism organizations in three key areas: community engagement, content marketing, and administrative efficiency.

Community Engagement Core

Locable's exclusive Local Connections™ technology makes it faster and easier to keep your website current and the community engaged through automated cross-promotion & content distribution - it's **how we automate your community calendars**, business directories, and job boards.

We also enable local businesses and partners to access Locable's extensive free tools which can be added to their existing websites, synchronized with Google and Facebook, and/or paired with a Locable-powered website (additional fee).

Content Marketing Core

Create and distribute meaningful content quickly with Guided Blogging, go beyond just email marketing and save hours with Express Email Newsletters, reviews, and lead capture tools all through 15 minute activities.

Administrative Efficiency Core

Simplify operations with smart forms, membership management, billing, and event registration and more so your team can focus on impact, not admin work.

About This Proposal

You can start with the Core that solves your most pressing need and expand over time — Locable grows with you and your community.

This proposal includes our recommended course of action based on conversations with Tina and the team (where applicable).

Locable tools can be used to either power your website or be incorporated into an existing website. In some cases, a local marketer or agency will build a new website on Locable's platform, combining a local provider with our incredible efficiency and **included free website hosting & support**.

What you can expect from us

✔ Understand Your Needs and Priorities

- We'll listen carefully, uncover hidden challenges, and focus on what truly matters to you.

✔ Deliver Practical, Time-Saving Solutions

- Our tools and guidance will simplify your work, save you time, and make marketing easier and more effective.

✔ Support You Every Step of the Way

- From onboarding to growth, we're here with resources, training, and personal support to help you succeed.

✔ Continuously Improve to Meet Your Needs

- We're always developing new solutions, often solving problems you didn't realize could be easier.

✔ Make Your Life Simpler, Not Busier

- We'll focus on cutting complexity, not adding tasks, so you can spend less time managing and more time succeeding.

✔ Think of Us as an Extension of Your Team

- We're here to help you and your organization take the next step without having to figure everything out on your own. Whether you need guidance, encouragement, or just a little cathartic venting, we're in your corner.

What we expect of you

✔ Be Transparent and Communicate Clearly

- Share your challenges, goals, priorities & timelines - even if they change - so we can align solutions to your real needs.
- Keep us in the loop during staff changes so we can streamline the transition and ensure key stakeholders are familiar and engaged with Locable.

✔ Engage and Participate Actively

- Be involved in setup, onboarding, and ongoing use—your engagement directly impacts your success.

✔ Trust and Follow the Process

- Lean into our proven workflows, be open to new solutions, and take consistent small steps toward improvement.

✔ Champion Your Progress Internally

- Share wins and improvements with your leadership and stakeholders to build momentum and long-term support.

A Note about Implementing Locable's Software

Change is scary and many of you have some form of PTSD from a prior software or website migration experience.

We have worked tirelessly to create an onboarding process that will blow your mind and require minimal effort on your end.

For example, you should expect to invest just 4-10 hours of time over 30 days while we build your website. We break that into digestible chunks such as uploading pictures, sharing flyers or marketing collateral, and providing design inspiration.

Onboarding, account setup, and training for our individual Core offerings is even faster. Simply provide the relevant data such as: business and partner data, donor or membership information, and subscriber lists and the Locable team will get your account ready then provide training. Most spend less than 1 hour getting us what we need.

OUR 2 STORY

Locable was founded in 2009 as an MBA research project endeavoring to help create Main Street for the 21st Century™. In 2018 we introduced Marketing 3-4-5™ and our Local Connections™ technology. Building on our foundation, in June of 2020, our CEO embarked on a cross-country tour visiting communities [hosting Marketing 3-4-5™ workshops](#) - he and his family have visited some 400 communities conducting nearly 100 workshops and hundreds of webinars with thousands of small businesses.

Locable software counts tens of thousands of accounts as free users while hundreds of small businesses and nearly 200 Main Streets, Chambers, and DMOs use the software to power their website, marketing, and communications to #TakeBackLocal.

What makes Locable irreplaceably unique?

Locable's purpose-built software delivers unparalleled time savings, collaborative capabilities, and resources for your organization and community.

In most cases, clients in your position will consolidate their tools with Locable. That said, we're focused on delivering value whether you use all of our tools or just a few.

Our goal for this proposal is for the key stakeholders to recognize that you cannot afford to continue without implementing a solution and we'll find an approach that fits your situation, budget, and objectives.

What our clients are saying about us



"I save a minimum of 10-15 hours per week using the Locable system. Between the events – newsletters – business blogging and CRM – it makes the day to day work so much easier and faster."

Jayme Chapin
Former Director at Go!Augusta

"Locable has been great to work with... They have been very helpful with training and answering questions through every step in the process, from set up to launch. With an amazing upgrade, they have helped take our website to the next level!"

Tanya Watson
Executive Director at Buffalo Area Chamber of
Commerce





"Just reaching out to let you know how much I LOVE Locable! Omigoodness! Every day I am more and more smitten with the platform... From start to finish, their team was professional, responsive, and fully committed to creating a site that reflects our community's unique charm."

Lindsey James
Main Street Mason City and Visit Mason City

"As a very small nonprofit with limited staff and not much technical knowledge we needed help to make our vision of a website and community marketing campaign a reality. The ability to integrate platforms and collaborate with community businesses and organizations is a game changer! The people at Locable made it so easy!"

Jody Ocker
Sunbury Revitalization Inc



"Very happy with the user friendly webpages and how quick and responsive the team is. Sara has been a wealth of knowledge and didn't make me feel silly because I asked a question I could've looked up. I love the ease of the updates and the recurrence options for events."

Kaileen Weaver
Jones County Tourism

"With so much going on in my job, launching a new website was daunting but Locable made it very easy, they held my hand through the entire process and I couldn't be more pleased with the outcome and with everything they did for me along the way!"

Cindy Deloney
Carthage, Texas Main Street



3 RECOMMENDED SERVICES

Issued
February
2, 2026
Expires
February 28,
2026

Prepared for

Tina Helmick
Lewis County Commission Administrator
thelmick@lewiscountywv.org

This proposal is our recommended approach based on your expressed priorities, constraints, budget, and other considerations.

There are many paths to success with respect to implementing Locable for your community and we want to find the right project plan for you and your community.

In addition to a reduce cost to build the site, get started in February and we'll include up to 75 PDF uploads and links for your Agenda pages at no extra cost. Simply upload the PDFs with dates in the names and we'll take it from there.

Products & Services	Billing Frequency	Price
Professional Assistance Website Setup Your website is one of the most critical aspects of marketing and also one of the more challenging tasks to get right. We'll migrate your existing content and guide in creating additional content based on our proprietary Marketing 3-4-5™ approach.		\$2,750.00

Products & Services	Billing Frequency	Price
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We'll deliver a website with a well-structured modern and mobile-friendly design, and implement calls-to-action along with a robust directory, calendar, job board, and volunteer opportunities board.

Includes 25 prepared pages as well as a blog, community calendar, directory, and more including Express Email Newsletters to simplify the creation and sending process, Google Business Profile integration, and cross-promotion.

Social media profiles will be featured on the site with links.

Includes up to 15 PDF uploads and links. Migrating blog posts (articles) and events can be done for \$15 per post.


Prepared Pages are those pages Locable implements for you utilizing our approach. You're free to add unlimited pages and data-driven pages such as the directory, calendar, blog posts, customer reviews, and more don't count toward the Prepared Pages count.

Advanced design elements and greater customization including integrations are available for an additional one-time fee.

Build Plan - Annual Prepay Annual subscription fee for Locable Marketing Platform Build Plan level, price reflects annual prepayment discount. Includes software, hosting, support, security & maintenance, and upgrades.	Annually	\$324.00 / year
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See complete details at www.locable.com/pricing

Annual subtotal	\$324.00
One-time subtotal	\$2,750.00
February start date promotion	(\$750.00)
Total	\$2,324.00

 [Pay now](#)

Once this proposal is accepted and your initial payment is made, you'll be introduced to your Customer Success Manager, who will be your personal guide through the setup experience. Projects can be launched quickly and efficiently when Client provides the necessary information and participation.

It is expected that Client will utilize the integrated project management tools, including using the help@locable.com support email and uploading materials directly into their account.

This agreement automatically renews at the end of the period. Accounts and services can be upgraded or downgraded at any time via customer support email. Downgrades will take effect on the next billing cycle.

Please note: The creation of custom graphics, icons, logos, photography, or other 'graphic design' services are not part of the included services. If you need additional creative services, copywriting or photography, please ask how we can help.

Locable is powerful, in part, because it enables your participation or involvement in ongoing marketing activities. As such, Locable provides support to Client in implementing marketing strategies as well as making changes post-launch.

You will be charged on a recurring basis via credit card or ACH. Setup activities begin once this agreement is signed and the first invoice is paid.

4 THE CONTRACT

I authorize Locable to automatically charge my [bank account/card] for the agreed amount on a recurring basis until I cancel in writing at least 30 days before my renewal date.

This proposal is made in conjunction with Locable's Terms of Service, Privacy Policy, and applicable software plans as outlined at www.locable.com.

Promotional discounts may be included when combining cores.

The Setup and initial Subscription fees for the first period are due at project commencement. Your subscription plan will renew and be due in full in 12-months from the date of this agreement, plan renews automatically and is due unless canceled before the renewal date.

PROJECT ACCEPTANCE

By accepting this proposal, you confirm that you are authorized to sign on behalf of your organization. You also confirm your designated project lead as the primary point of contact. We encourage you to include any additional participants who may benefit from being involved now or in the future.

To ensure ongoing success, you agree to keep us informed of any staffing or leadership changes. This allows us to maintain momentum, support new team members, and avoid disruptions that could impact your results.

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Tina Helmick
thelmick@lewiscountywv.org

Print

**Community Development Block Grant Program
REQUEST FOR PAYMENT**

TO: West Virginia Development Office
Building 3, Room 700
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304.558.2234

FROM: Lewis Co Commission
110 Center Ave
Weston, WV 26452
ph. (304) 269-8200 fax. (304) 269-2416
lewiscountycommission@lewiscountywv.org

Project Name	Lewis County Phase I Water Extension Project	Project #	20CDBG0009
Invoice #	22779-13	% of CDBG Funds Expended	96.4%
Time Period Covered by this Request:	10/01/2025	To:	12/31/2025

Amount of CDBG Funds on hand at the time of this Request					\$ -	
COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	BALANCE
Administration	\$ 125,000.00	\$ 77,179.74	\$ 10,027.02	\$ 87,206.76	\$ 77,179.74	\$ 37,793.24
Accounting						
Arch/Engineering	\$ 500,000.00	\$ 500,000.00	\$ -	\$ 500,000.00	\$ 500,000.00	\$ -
Land Acquisition	\$ 110,000.00	\$ 75,993.72	\$ -	\$ 75,993.72	\$ 75,993.72	\$ 34,006.28
Construction	\$ 1,265,000.00	\$ 1,265,000.00	\$ -	\$ 1,265,000.00	\$ -	\$ -
Permits/Fees						
Legal						
Planning						
SUB-TOTAL:	\$ 2,000,000.00	\$ 1,918,173.46	\$ 10,027.02	\$ 1,928,200.48	\$ 653,173.46	\$ 71,799.52
Less Income				\$ -		
TOTAL:	\$ 2,000,000.00	\$ 1,918,173.46	\$ 10,027.02	\$ 1,928,200.48	\$ 653,173.46	\$ 71,799.52

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract



Chief Elected Official Signature

Rod Wyman, President
Printed Name of Chief Elected Official

January 30, 2026

*Copies of Invoices Required
Invoice Summary Forms Required*

v1.12.2021