

# COUNTY COMMISSION OF LEWIS COUNTY

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Weston WV 26452  
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**COMMISSIONERS:**  
Bobby Stewart, President  
Rod Wyman, Commissioner  
Agnes Queen, Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
AMENDED MEETING AGENDA  
TUESDAY, SEPTEMBER 30, 2025**

## **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:**

- 1. 10:05 AM**      **Proclamation for Lewis County 4-H Day:** Proclaiming Lewis County 4-H Day as October 8, 2025. (*action required*)
- 2. 10:10 AM**      **Proclamation for Breast Cancer Awareness:** Proclaiming October 2025 as Breast Awareness Month. (*action required*)

## **CORRESPONDENCE**

- 3. Upshur County Commission Meeting Agenda:** The September 25, 2025 Upshur County Commission meeting agenda is presented for review. The next meeting is scheduled for October 2, 2025. (*information only*)
- 4. Financial Statement:** The Lewis County Financial Statement for the fiscal year ended June 30, 2025 is presented for review. (*information only*)
- 5. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Lewis County Park meeting, National Association of Counties, Economic Development Authority, Safe Sites and Structures, Region VII, etc.

## **BUSINESS**

- 6. Lewis County Administrator Request to Hire:** Tina Helmick requests advice and consent per West Virginia Code §7-7-7 to hire Perry Blake as Janitor/Maintenance at an annual starting salary of \$30,000.00. If approved, the employment start date will be October 1, 2025. (*action required*)

7. **Lewis-Gilmer E-911 Director Request to Advertise:** James Gum requests permission to advertise for 2 openings for 911 telecommunicators. *(action required)*
8. **Lewis County Sheriff Request to Promote:** Mickey Metz requests to promote Corporal Jeremy Jenkins to Sergeant and Corporal Bo Hendershot to Sergeant. Further, he requests to promote Deputy Dan Cooley and Deputy Thomas LeFever to Corporal ranks. *(action required)*
9. **Time Sheets/Annual or Sick Leave Requests:** Tina Helmick Time Sheet *(action required)*

#### **ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:**

10. **Actions of the Clerk:** The Lewis County Clerk 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)*
11. **Approval of Estates:** The Lewis County Clerk 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)*
12. **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)*
13. **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:**

14. **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-NONE**

IN THE COUNTY COMMISSION OF LEWIS COUNTY, WV

The Lewis County Commissioners hereby order the following applications taken by the Lewis County Assessor, John L. Breen, approved by the Prosecuting Attorney be approved:

### Erroneous Assessments:

## No Exonerations!

Commission Meeting 09/30/2025

Approved this the      day of      , 2025.

\_\_\_\_\_  
Commissioner President, Lewis County



# Proclamation

**W**HEREAS, 4-H had its beginnings in rural America, and it now serves youth in urban and suburban as well as rural communities; and;

**W**HEREAS, Lewis County 4-H is open to youth between the ages of 9 and 21; and

**W**HEREAS, 4-H is a nationwide program led by state land-grant universities in cooperation with local county extension services and in recognition that 4-H is the nation's largest youth development organization; and

**W**HEREAS, each H on the clover represents ways youth can grow and develop in 4-H. To wit: the first H stands for Head, for critical thinking and problem solving. The second H stands for Heart, for self-discipline, integrity and communication. The third H for Hands and serving others, and the fourth H is for Health and for choosing healthy lifestyles; and

**W**HEREAS, as part of the 4-H experience, members are encouraged to learn about and contribute to their communities, and utilize a variety of community resources to enhance their learning experience; and

**W**HEREAS, the 4-H program relies heavily on volunteers, who are involved in nearly every aspect of the program on the local, county and state levels.

**N**OW, THEREFORE, we, the Lewis County Commission, do hereby proclaim October 8, 2025 as Lewis County 4-H Day and urge the citizens of this county to learn more about 4-H and to become more involved in 4-H as members, club leaders, or volunteers.

**I**N WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the County of Lewis, to be affixed this 30th day of September 2025.

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Bobby Stewart, Commissioner

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Agnes Queen, Commissioner

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Rod Wyman, Commissioner



# PROCLAMATION

## West Virginia Breast Cancer Awareness Day and Breast Cancer Awareness Month

- Whereas, breast cancer is the most commonly diagnosed cancer and the second leading cause of cancer-related deaths among women in the United States; and
- Whereas, each year in West Virginia, approximately **1,536** women are diagnosed and **290** women die of breast cancer. More than half (56%) of the women with breast cancer in West Virginia are diagnosed with localized breast cancer; and
- Whereas, in **2024**, an estimated **287,850** people in the United States will be diagnosed with invasive breast cancer and approximately **42,170** individuals will die from the disease; and
- Whereas, a woman has a one in eight chance of developing breast cancer in her lifetime; and
- Whereas, the United States Preventive Services Task Force (USPSTF) provides specific recommendations for women aged 40-49 years old and 50-74 years old for breast cancer screenings; it is recommended women who are at average risk begin biennial screening mammography at age 50 to **75**; and

Whereas, screening guidelines for breast cancer vary; residents are encouraged to talk with a healthcare provider about breast cancer screening.

Bobby Stewart, Commissioner

Agnes Queen, Commissioner

Rod Wyman, Commissioner

Attest: Becky Carder, County Clerk



## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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: September 25, 2025
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• September 18, 2025
- 9:15 a.m. Review Order Adopting Enforcement Agency Findings concerning property located in Meade Tax District – Tax Map 5N – Parcel Number 12.2. Consider entering an Order Setting Forth Findings of Fact and Conclusions of Law and Judgment. \* Pages 4-8
- 9:30 a.m. Jeremiah McCourt, Upshur County Parks and Recreation Director, providing an annual end of season review.
- 9:45 a.m. Kathy McMurray – Executive Director of Mountain CAP of WV, presentation of services and annual update.
- 10:00 a.m. Alan Tucker on behalf of the Buckhannon Band of Brothers - 2026 Calendar Campaign Kickoff.
- 1:00 p.m. Hearing – Objections to the Last Will and Testament and the Appraisement of Probate Assets for the Estate of Jim Harrison, deceased. \*

### Items for Discussion / Action / Approval:

1. 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. \* Page 9
2. Approval of a Request for Proposals for a Window Replacement Project to install an energy efficient arch-shaped window above the main entry into the Upshur County Courthouse. Sealed bids must be received no later than 4:00 p.m. Wednesday, October 22, 2025. Proposals will be opened on Thursday, October 23, 2025 during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at the Upshur County Courthouse Annex. This funding is made possible by the U.S Department of Energy's Office of State and Community Energy Programs under the Energy Efficiency and Conservation Block Grant Program. \* Pages 10-27
3. Approval of the FY2025 Financial Statement. \*
4. Approval of an electronic application submission to the Weyerhaeuser Giving Fund opportunity on behalf of the following entities:
  - a) James W. Curry Library – funding request to initiate an After School Enrichment Program. \* Pages 28-47
  - b) Upshur County Youth Camp – funding request to support maintenance and facility upgrades. \* Pages 48-64
5. Accept notice of retirement of an employee. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)* Under Separate Cover

6. Approval of an advertisement for a full-time Deputy County Clerk within the Upshur County Clerk's Office. Applications received by Friday, October 23, 2025 will be reviewed; however, applications may be considered until position is filled. \* Page 65
7. 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. Invitation from Jennifer Ferrell, Director of Community Advancement and Development Division of West Virginia Economic Development, for an FY 2025 Land and Water Conservation Fund Notice - Invitation to Submit Park Development Projects by December 5, 2025. Pages 66-67
2. Notification from Petco Love announcing approval of an Animal Welfare Organization application for funding support in the amount of \$20,000 to the Lewis Upshur Animal Control Facility. The funding will be utilized for lifesaving efforts in Lewis and Upshur Counties. Page 68
3. Assessor's Certificate of Compliance from Kent A. Leonhardt, Commissioner of Agriculture, regarding Dustin Zickefoose's completion of the Farm Census of 2025, satisfactorily complying with the requirements of the Farm Statistics Law and being eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia. Page 69
4. Notice regarding Hunting Regulations on County-Owned Property. Page 70
5. Annual Independent Audit for July 1, 2024 through June 30, 2025 for Elkins Road Public Service District. Pages 71-120
6. Public Notices:
  - a) Newsletters and/or Event Notifications:
 

• Save, Celebrate, and Honor a Life Ceremony	September 25, 2025	Page 121
• Breast Cancer Awareness Day Event	October 13, 2025	Page 122
• WV Peer Support Group Flyer		Page 123
  - b) Agendas and/or Notice of Meetings:
 

• Upshur County Parks and Recreation	September 23, 2025	Page 124
• Upshur County Enhanced Emergency Telephone Advisory Board	September 23, 2025	Page 125
  - c) Meeting Minutes:
 

• Adrian Public Service District	August 7, 2025	Page 126
• Upshur County Farmland Protection Board	August 19, 2025	Pages 127-128
• Upshur County Fire Board	August 19, 2025	Page 129
• Upshur County Public Library	August 20, 2025	Pages 130-133
• Wes-Mon-Ty RC&D	August 27, 2025	Page 134
• 18 <sup>th</sup> Judicial Circuit Community Corrections Program	September 23, 2025	Page 135

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

[www.upshurcounty.org](http://www.upshurcounty.org) -- Upcoming events are listed on the main page.

7. Appointments Needed or Upcoming:  
None

*\*\*\*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](mailto: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](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

None

Next Regular Meeting of the Upshur County Commission

October 2, 2025 --- 9:00 a.m.

Upshur County Courthouse Annex

**\*\*The October 9, 2025 has been cancelled.**



LEWIS COUNTY, WEST VIRGINIA  
STATEMENT OF NET POSITION  
June 30, 2025

	Primary Government	Component Units				
	Governmental Activities	Board of Health	Ambulance Authority	Parks and Recreation	Fire Service Board	Economic Development Authority
<b>ASSETS</b>						
Current assets:						
Cash and cash equivalents	\$ 11,008,797	\$ 810,112	\$ 287,886	\$ 160,508	\$ 21,069	\$ 3,780,962
Receivables:						
Taxes	824,335	--	--	--	--	--
Accounts	--	395	--	--	--	--
Due from:						
Other governments	64,833	--	--	--	--	--
Total current assets	11,897,965	810,507	287,886	160,508	21,069	3,780,962
Restricted assets:						
Restricted cash	1,623,506	--	--	--	--	--
Capital assets:						
Nondepreciable:						
Land	213,257	--	--	--	--	150,000
Depreciable:						
Buildings	13,893,228	--	--	--	--	196,505
Machinery and equipment	3,123,576	6,400	--	--	--	126
Less: accumulated depreciation	( 8,754,745)	( 4,924)	--	--	--	--
Total assets	21,996,787	811,983	287,886	160,508	21,069	4,127,593
<b>DEFERRED OUTFLOWS</b>						
Pension and OPEB deferred outflows for component units	--	31,878	--	--	--	--
Changes in employer proportion and differences between contributions and proportionate share of contributions	33,255	--	--	--	--	--
Difference in assumptions	94,124	--	--	--	--	--
Differences between expected and actual experience	504,099	--	--	--	--	--
Employer contributions subsequent to measurement date	368,055	--	--	--	--	--
Total deferred outflows of resources	999,533	31,878	--	--	--	--
<b>LIABILITIES</b>						
Current liabilities payable						
from current assets:						
Accounts payable	12,086	( 3,602)	--	--	--	1,250
Due to:						
Other governments	58,701	--	--	--	--	--
Noncurrent liabilities:						
Bonds payable - due within one year	335,779	--	--	--	--	--
Bonds payable - due in more than one year	8,362,965	--	--	--	--	--
Net pension liability	73,887	47,260	--	--	--	--
Net OPEB liability - non participating	1,379,813	--	--	--	--	--
Net OPEB liability - PEIA	--	95,104	--	--	--	--
Compensated absences payable	233,246	4,180	--	--	--	--
Total liabilities	10,456,477	142,942	--	--	--	1,250
<b>DEFERRED INFLOWS</b>						
Pension & OPEB deferred inflows for component units	--	44,824	--	--	--	--
Differences between projected and actual investment earnings	340,510	--	--	--	--	--
Difference in assumptions	214,135	--	--	--	--	--
Differences between expected and actual experience	86,202	--	--	--	--	--
Changes in employer proportion and differences between contributions and proportionate share of contributions	42,891	--	--	--	--	--
Total deferred inflows of resources	683,738	44,824	--	--	--	--
<b>NET POSITION</b>						
Net investment in capital assets	( 223,428)	1,476	--	--	--	346,631
Unrestricted	12,079,533	654,619	287,886	160,508	21,069	3,779,712
Total net position	\$ 11,856,105	\$ 656,095	\$ 287,886	\$ 160,508	\$ 21,069	\$ 4,126,343

See accompanying notes and compilation report.

LEWIS COUNTY, WEST VIRGINIA  
STATEMENT OF ACTIVITIES  
For the Fiscal Year Ended June 30, 2025

Functions / Programs	Program Revenues		Primary Government		Component Units					Net (Expense) Revenues and Changes in Net Position	
	Charges for Services	Operating Grants and Contributions	Primary Government Activities	Board of Health	Ambulance Authority	Parks and Recreation	Fire Service Board	Economic Development Authority			
Expenses											
Primary government activities:											
General government	\$ 10,587,520	\$ 2,321,599	\$ 3,431,124								
Public safety	5,508,205	--	123,767	(4,834,797)							
Health and sanitation	20,000	--	--	(5,384,438)							
Culture and recreation	975,196	--	--	(20,000)							
Capital projects	2,138,499	--	--	(975,196)							
Interest on long-term debt	372,887	--	--	(2,138,499)							
				(372,887)							
Total governmental activities	19,602,307	2,321,599	3,554,891	(13,725,817)							
Total primary government	\$ 19,602,307	\$ 2,321,599	\$ 3,554,891	(13,725,817)							
Component units:											
Board of Health	673,655	91,932	425,759	--	\$ (155,964)	--	\$ --	--	\$ --	--	--
Ambulance Authority	1,531,466	1,452,962	--	--	--	--	--	--	--	--	--
Parks and Recreation	495,966	154,074	--	--	--	(341,892)	--	--	--	--	--
Fire Service Board	115,334	129,614	--	--	--	--	14,280	--	--	--	--
Economic Development Authority	965,997	--	41,531	--	--	--	--	(924,466)	--	--	--
Total component units	\$ 3,782,418	\$ 1,828,582	\$ 467,290	--	(155,964)	(78,504)	(341,892)	14,280	(924,466)	--	--
General revenues:											
Ad valorem property taxes				8,004,854	--	--	--	--	--	--	--
Hotel occupancy tax				--	--	239,872	--	--	--	--	--
Gas and oil severance tax				777,398	--	--	--	--	--	--	--
Other taxes				1,157,755	--	--	--	--	--	--	--
Coal severance tax				41,208	--	--	--	--	--	--	--
Licenses and permits				3,982	35,746	--	--	--	--	--	--
Intergovernmental:											
Local				51,581	50,000	--	--	--	--	--	--
Interest and investment earnings				636,990	30,259	3,545	--	84,968	--	--	--
Miscellaneous				1,250,093	30,708	9,061	--	4,360,911	--	--	--
Total general revenues				11,923,861	146,713	382	252,478	4,445,879	--	--	--
Change in net position				(1,801,956)	(9,251)	(78,122)	(89,414)	14,280	3,521,413	--	--
Net position - beginning (Note III-G)				13,658,061	665,346	366,008	249,922	6,789	604,930	--	--
Net position - ending				\$ 11,856,105	\$ 656,095	\$ 287,886	\$ 160,508	\$ 21,069	\$ 4,126,343	--	--

See accompanying notes and compilation report.



LEWIS COUNTY, WEST VIRGINIA  
BALANCE SHEET - GOVERNMENTAL FUNDS  
June 30, 2025

	<u>General</u>	<u>Coal Severance Tax</u>	<u>E-911</u>	<u>American Rescue Plan</u>	<u>Building Commission Debt Service - 911 Center</u>	<u>Other Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>							
<b>Assets:</b>							
<b>Current:</b>							
Cash and cash equivalents	\$ 6,561,415	\$ 10,670	\$ 2,505,986	\$ --	\$ --	\$ 1,930,726	\$ 11,008,797
Receivables:							
Taxes	824,335	--	--	--	--	--	824,335
Due from:							
Other funds	34,244	--	--	--	--	--	34,244
Other governments	52,389	12,444	--	--	--	--	64,833
Restricted cash	--	--	--	--	1,287,850	335,656	1,623,506
Total assets	<u>\$ 7,472,383</u>	<u>\$ 23,114</u>	<u>\$ 2,505,986</u>	<u>\$ --</u>	<u>\$ 1,287,850</u>	<u>\$ 2,266,382</u>	<u>\$ 13,555,715</u>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>							
<b>Liabilities:</b>							
Accounts payable	12,086	--	--	--	--	--	12,086
Due to:							
Other funds	--	--	3,687	--	--	30,557	34,244
Other governments	58,701	--	--	--	--	--	58,701
Total liabilities	<u>70,787</u>	<u>--</u>	<u>3,687</u>	<u>--</u>	<u>--</u>	<u>30,557</u>	<u>105,031</u>
<b>Deferred Inflows:</b>							
Unavailable revenue	<u>787,384</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>787,384</u>
Total deferred inflows of resources	<u>787,384</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>787,384</u>
<b>Fund balances:</b>							
Restricted	--	--	2,502,299		1,287,850	2,235,825	6,025,974
Committed	1,826,241	--	--	--	--	--	1,826,241
Assigned	--	23,114	--	--	--	--	23,114
Unassigned	<u>4,787,971</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>4,787,971</u>
Total fund balances	<u>6,614,212</u>	<u>23,114</u>	<u>2,502,299</u>	<u>--</u>	<u>1,287,850</u>	<u>2,235,825</u>	<u>12,663,300</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 7,472,383</u>	<u>\$ 23,114</u>	<u>\$ 2,505,986</u>	<u>\$ --</u>	<u>\$ 1,287,850</u>	<u>\$ 2,266,382</u>	<u>\$ 13,555,715</u>

See accompanying notes and compilation report.



## Lewis - Gilmer E-911

*James W. Gum, Director*

TTY – Phone: (304) 269-8243 • Fax: (304) 269-8203 • Email: LCE911@LCE-911.com

201 Orchard Street • Weston, WV 26452

To: Lewis County Commission

From: James W. Gum

Ref: Request to Advertise

I am requesting permission to Advertise for 2 openings for 911 Telecommunicators.

Thank you

James W. Gum, Director





**Lewis County Sheriff's Department**  
**State of West Virginia**  
**M.E. Metz, Sheriff**



**Tax Department**

Phone: (304) 269-8222

Fax: (304) 269-8698

**Law Enforcement**

Phone: (304) 269-8251

Fax: (304) 269-2644

To The Honorable Lewis County Commission,

9/23/25

I am respectfully requesting to promote corporal Jeremy Jenkins, who serves in a specialize position on the drug task Force to sergeant. I am also requesting to promote corporal Bo Hendershot to sergeant with both having successfully passing the civil service test for the positions. I will also be moving Deputy Dan Cooley II to a vacant corporal position and Deputy Thomas B. Lefever to a vacant Corporal position as pro-officer at the Lewis County High School.

A handwritten signature in blue ink that reads "Mickey E Metz".

Sheriff Mickey E Metz