

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

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
TUESDAY, APRIL 22, 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*)
- 3. 10:05 AM**      **No Appointments Scheduled**

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agenda:** The April 17, 2025 Upshur County Commission meeting agenda is presented for review. (*information only*)
- 5. West Virginia State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The Auditor's Office has remitted the February 11, 2025 to March 4, 2025 distribution of Public Utilities and IRP Truck Taxes in the amount of \$961,155.16. The general county portion is \$291,676.17. The general county portion for the last reporting period was \$6,701.14. The general county portion for this time last year was \$34,481.16. (*information only*)
- 6. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Work Session with Emergency Medical Service, Work Session with Jane Lew Mayor Harbert, Painters Union Event, National Association of Counties Rural Action, County Commissioners Association of WV Legislative Overview, Fire Association meeting, etc.

## **BUSINESS**

- 7. Lewis- Gilmer E-911 Center Change Order Proposal:** Danhill Construction Company submits Change Order Proposal #14 for consideration. (*action required*)

8. **Lewis County Park Request to Hire:** Josh Hinchman, Director, requests to hire Tim Shue as seasonal maintenance working up to 40 hours a week at \$11.00 an hour. If approved the starting date will be May 22, 2025 at noon. *(action required)*
9. **Time Sheets/Annual or Sick Leave Requests:** Barb Winans Leave Request, Sherry Rogers Leave Request, Tina Helmick Leave Request *(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**

**1:00 pm April 22, 2025**

**Phase I Water Project Groundbreaking Ceremony**

## Upshur County Commission Meeting Agenda

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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: <u>272 564 045</u> to enter the conference call.
Date of Meeting:	April 17, 2025
9:00 a.m.	Moment of Silent Meditation --- Pledge of Allegiance Approval of Minutes: <ul style="list-style-type: none"><li>• April 10, 2025</li><li>• April 15, 2025 – SPECIAL MEETING</li></ul>
9:05 a.m.	Approval of Recommendation by Special Fiduciary Commissioner, G. W. Morris, II, denying the creditor's claim filed against the Estate of Melanie McGhee. *
9:15 a.m.	Sandra Marfield, Sexual Assault Advocate with the Centers Against Violence – Presentation of Sexual Assault Awareness Month Proclamation. *  Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of Child Abuse Prevention and Awareness Month Proclamation. *
9:30 a.m.	Kelley Tierney: Rotary Club of Buckhanon Upshur President -- Presentation of AED's to the Upshur County Sheriff's Department.
9:45 a.m.	Proclamation declaring the week of April 13 <sup>th</sup> through April 19 <sup>th</sup> , 2025 as National Public Safety Telecommunicator's Week in Upshur County. *
10:00 a.m.	Supervisor Meeting
11:00 a.m.	Policy Board Meeting

### Items for Discussion / Action / Approval:

1. Review and signature of WV Communities Self Insurance Risk Pool Coverage Intent Form. The total annual contribution including worker's compensation is \$227,705. \*
2. Consider the appointment of Brandon Tenney, Upshur County Development Authority Director, to fill an upcoming vacancy on the Buckhannon -Upshur Airport Authority, effective July 1, 2025 through June 30, 2028. \*
3. Approve Department of Homeland Security and Emergency Management volunteer, Matthew Hatfield. \*  
*Under separate cover*
4. Consider a request from Sheriff Coffman to hire Lauren J. Gompers as full-time Tax Deputy. If approved, she will begin employment on April 21, 2025. \*  
*Item may lead to Executive Session per WV Code §6-9A-4* *Under separate cover*

5. Accept resignation 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 part-time/fill-in Courthouse Security positions. Applications may be obtained at the Upshur County Sheriff's Department and will be received until positions are filled. \*
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. Freedom of Information Act (FOIA) request and fulfillment from Steptoe & Johnson PLLC.
2. Correspondence from the Upshur County Safe Structures and Sites Enforcement Board notifying the filing of a Petition for Order for two cases located in Buckhannon:
  - a) Case Number 091224-01 (Union Tax District – Tax Map 8J – Parcel Number 6)
  - b) Case Number 101223-04 (Meade Tax District – Tax Map 5N – Parcel Number 12.2)
3. Correspondence from the WV Association of Farmland Protection Boards announcing the 25<sup>th</sup> anniversary of the WV Voluntary Farmland Protection Act and thanking Upshur County for its continued support of the program. A booklet has been provided highlighting each of the 19 West Virginia counties with active farmland protection programs.
4. Report on Compliance for the US Department of Treasury Coronavirus State and Local Fiscal Recovery Funds Program (CSLFRF) Requirements for an Alternative CSLFRF Compliance Examination Engagement of Upshur County, West Virginia for the Fiscal Year Ended June 30, 2024.
5. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - State of the Corridor: April 30, 2025  
 A Tri-County Economic Development
  - b) Agendas and/or Notice of Meetings:
    - Buckhannon Upshur Airport Authority April 14, 2025
    - Upshur County Parks and Recreation April 16, 2025
    - City Council of Buckhannon April 17, 2025
    - City Council of Buckhannon – CANCELLATION May 15, 2025
  - c) Meeting Minutes:
    - James W. Curry Library/Park Advisory Board October 25, 2024
    - Adrian Public Service District March 6, 2025
    - Upshur County Safe Structures and Sites Enforcement Board March 13, 2025
    - Upshur County Public Library March 26, 2025

**\*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.

6. 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)

Tabled 8-1-2024: Review a Resolution from the Upshur County Fire Board requesting the Upshur County Commission to consider an increase in the Fire Protection Service Fees by the next ballot referendum, as provided in WV Senate Bill 872. Consider taking action, per W.Va. Code §7-17-12(c)(2). \*

Next Regular Meeting of the Upshur County Commission  
April 24, 2025 --- 9:00 a.m.  
Upshur County Courthouse Annex



# 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

March 19, 2025

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

County Current 279,821.99  
County Excess 1.23  
School Current 415,976.71  
School Levy 221,282.47

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$961,155.16 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 02/11/2025 to 03/04/2025.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2014 County Current Expense	5.32	0.00	5.32
2014 County Excess Levy	0.61	0.00	0.61
2014 School Current	7.22	0.00	7.22
2014 School Excess Levy	3.84	0.00	3.84
2015 County Current Expense	5.33	0.00	5.33
2015 County Excess Levy	0.62	0.00	0.62
2015 School Current	7.23	0.00	7.23
2015 School Excess Levy	3.85	0.00	3.85
2021 County Current Expense	2,452.31	0.00	2,452.31
2021 School Current	3,326.91	0.00	3,326.91
2021 School Excess Levy	1,769.78	0.00	1,769.78
2024 County Current Expense	277,359.03	14,317.14	291,676.17
2024 School Current	412,635.35	19,423.25	432,058.60
2024 School Excess Levy	219,505.00	10,332.37	229,837.37
<b>Totals</b>	<b>\$917,082.40</b>	<b>44,072.76</b>	<b>\$961,155.16</b>

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

413125  
# 85924



# State of West Virginia

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County Collections Division  
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1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

**Mark A. Hunt**  
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**and Nonentered Lands**

Toll Free: (888) 509-6568  
[www.wvsao.gov](http://www.wvsao.gov)

If this office can be of future assistance, please contact Lora S. Lane at (888) 509-6568. Extension 8511.

Sincerely,

A handwritten signature in black ink that reads "Mark A. Hunt".

Mark A. Hunt  
State Auditor

MAH/pu

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Client: LG911 - Change Order Proposal #14 - Additional  
Project Mangement & Supervision  
Property: 476 US Route 19 North  
Weston, WV 26452

Operator: JUSTIN\_D

Estimator: Justin Dozier  
Company: Danhill Construction Company  
Business: P.O. Box 685  
Gauley Bridge, WV 25085

Cellular: (304) 663-9065  
E-mail: justin.dozier@danhillconstruction.com

Type of Estimate:

Date Entered: 4/5/2025

Date Assigned:12/20/2023

**Change Order Proposal #14 - PCO #6 - Additional Temporary Facilities & Controls, Mobilization, Project Management, and On-Site Supervision.**

Change Order Proposal #14 is being submitted in accordance with PCO #6 - Bulletin #4 submitted by Danhill Construction Company on November 21, 2023 to Silling Architects, Inc.. PCO #6 - Bulletin #4 was approved as submitted by all parties, to include Danhill Construction Company, Silling Architects, Inc., and Lewis County Commission and became part of AIA Document G701 - 2017 Change Order #05 dated 12/19/2023. Prior to AIA Document G701 - 2017 Change Order #05, the substantial completion date was set for June 8, 2024. The substantial completion date was changed to February 5, 2025 once AIA Document G701 - 2017 Change Order #05 became part of the contract. The change added 243 calendar days to the contract. At the agreement of all parties, the cost associated with PCO #6 - Bulletin #4 was deferred to a later date in an effort to reduce the cost associated with the requested changes. Substantial Completion was achieved on February 4, 2025, resulting in 34 weeks 5 days or 242 calendar days of additional temporary facilities and controls, additional mobilization, additional Project Management, and additional On-Site Supervision. Those costs can be found in the line item breakdown within this Change Order Proposal #14.

AIA Document G701 - 2017 Change Order #5 has been attached to Change Order Proposal #14 - PCO #6 - Additional Temporary Facilities & Controls, Additional Mobilization, Additional Project Management, and Additional On-Site Supervision as a reference for all parties to review. Added as "Attachment #1".

Respectfully Submitted,

Justin Dozier  
Project Manager  
Danhill Construction Company




**AIA** Document G701<sup>®</sup> – 2017
**Change Order**

**PROJECT:** *(Name and address)*  
 Lewis-Gilmer 911  
 476 US Route 19 North  
 Weston, WV 26452

**CONTRACT INFORMATION:**  
 Contract For: General Construction  
 Date:

**CHANGE ORDER INFORMATION:**  
 Change Order Number: 05  
 Date: 12/19/2023

**OWNER:** *(Name and address)*  
 County Commission of Lewis County  
 110 Center Avenue  
 Weston, WV 26452

**ARCHITECT:** *(Name and address)*  
 Silling Associates, Inc.  
 405 Capitol Street, Upper Atrium  
 Charleston, WV 25301

**CONTRACTOR:** *(Name and address)*  
 Danhill Construction Company  
 PO Box 685  
 Gauley Bridge WV 25085

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

PCO #5 - Bulletin #3, PCO #6 - Bulletin #4, PCO #7 - Retaining Wall.

The original Contract Sum was	\$	6,038,942.00
The net change by previously authorized Change Orders	\$	30,611.50
The Contract Sum prior to this Change Order was	\$	6,069,553.50
The Contract Sum will be increased by this Change Order in the amount of	\$	12,934.24
The new Contract Sum including this Change Order will be	\$	6,082,537.74

The Contract Time will be increased by Two Hundred and Forty Three (243) days.  
 The new date of Substantial Completion will be February 5<sup>th</sup>, 2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Silling Associates, Inc.  
 ARCHITECT *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

Jeremy A. Jones, AIA  
 DATE

12.20.23

Danhill Construction Company  
 CONTRACTOR *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

Justin Dozier, PM  
 DATE

12.20.2023

County Commission of Lewis County

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

Hanes Queen  
 DATE

12.19.23

**srogers lewiscountywv.org**

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**From:** jhinchman lewiscountywv.org  
**Sent:** Wednesday, April 16, 2025 2:06 PM  
**To:** srogers lewiscountywv.org  
**Subject:** Re: agenda

I would like to request to hire Tim Shue as seasonal maintenance working up to 40 hours a week at \$11.00 an hour. Starting on May the 22nd at 12:00 PM.

Joshua Hinchman  
Director  
Lewis Co Park  
304-269-6599

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**From:** srogers lewiscountywv.org <srogers@lewiscountywv.org>  
**Sent:** Wednesday, April 16, 2025 1:12 PM  
**To:** jhinchman lewiscountywv.org <jhinchman@lewiscountywv.org>  
**Subject:** agenda

Do you have anything for me to put on the agenda?  
Thanks,  
Sherry