

# 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  
MEETING AGENDA  
TUESDAY, MARCH 25, 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.**                        **No Appointments Scheduled**

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agenda:** The March 20, 2025 Upshur County Commission meeting agenda is submitted for review. (*information only*)
- 5. Jane Lew Public Service District:** The March 13, 2025 Jane Lew PSD agenda is presented for review. (*information only*)
- 6. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Budget meetings, Local Emergency Planning Commission, National Association of Counties Telecommunications, National Association of Counties Rural Action, County Commissioners Association of WV Legislative Overview, Planning Commission, Lewis County Park Board, etc.

## **BUSINESS**

- 7. Lewis County Sheriff's Department Resignation:** Deputy C.A. Matheny submits a resignation letter effective April 5, 2025. (*action required*)
- 8. Security Camera System Upgrade:** Tina Helmick, Lewis County Administrator, requests permission to advertise for quotes to upgrade the Courthouse campus security camera system. (*action required*)

9. **Lewis County Park Request To Hire:** Josh Hinchman, Director, requests to hire Ronnie Waggy II for seasonal maintenance working up to 40 hours a week at \$11.00 an hour. If approved the starting date will be March 27, 2025. *(action required)*
10. **Region VII:** Region VII Submits the Invoice Approval for the Phase I Water Extension Project for consideration. *(action required)*
11. **County Administrator Funding Request:** Tina Helmick, Lewis County Administrator requests to use opioid funds for the remaining balance of the Law Enforcement body camera invoice. *(action required)*
12. **Fiscal Year 2025-2026 Budget:** The Lewis County fiscal year 2025-2026 budget is presented to the Lewis County Commission for consideration. *(action required)*
13. **Time Sheets/Annual or Sick Leave Requests:** Barb Winans Leave Request *(action required)*

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

14. **Actions of the Clerk:** County Clerk Cynthia S. Rowan 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)*
15. **Approval of Estates:** County Clerk Cynthia S. Rowan 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)*
16. **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)*
17. **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:**

18. **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**

**No Additional Meetings Scheduled**

## 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: March 20, 2025

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• March 13, 2025

### Items for Discussion / Action / Approval:

1. Review and consider engaging Frost Brown Todd LLP as legal counsel for matters associated with the John C. Allen Regional Hub Project. Fees will vary based on time expended, skills, experience and level of expertise of the attorneys, paralegals, and other professionals assigned to the engagement. \*
2. Approval and signature of the Upshur County Commission 2025 – 2026 fiscal year budget. \*
3. Consider adopting a proclamation to acknowledge March 2025 as Developmental Disabilities Awareness Month. \*
4. Approval and signature of the Employer Renewal Verification Checklist by and between the Upshur County Commission and Inspira Financial for the upcoming plan year. \*
5. Correspondence from the West Virginia Department of Agriculture announcing the award of Spay and Neuter Assistance Program Grant funds for FY 2025 in the amount of \$5,000. Matching funds in the amount of \$3,333.34 will be provided out of the local spay and neuter account. Approval and signature of a Grant Agreement on behalf of the Lewis-Upshur Animal Control Facility. \*
6. Consider signing a resolution from the Appalachian Citizen's Law Center to call upon Congress to change federal black lung benefits to account for inflation and recognize the impact that declining benefits have on local coal-producing communities. \*
7. Approval and signature of a Sales Order and Maintenance Agreement between Komax Business Systems and the Upshur County Commission to continue to lease a copier located in the Addressing and Mapping Department. The lease will be a 36-month Fair Market Value Lease for (3) payments of \$1,191.36. Overages per copy rate will be billed monthly. \*
8. Review and signature of Request for Payment #19 for the Mt. Hope Water System Improvement Project in the amount of \$2,995. \*

9. Consider naming a Facilities Director "in waiting". Upon approval, the transition will take place August 24, 2025. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)* [Under separate cover](#)
10. Consider submitting a letter of support for the Buckhannon Upshur Airport Authority's t-hangar expansion project.  
\*
11. Review a request from the Upshur County Farmland Protection Board to approve a Resolution authorizing the purchase of three Farmland Protection Easements in Upshur County. \*  
[Under separate cover](#)
12. Approve the voluntary resignation of a Department of Homeland Security and Emergency Management volunteer, Steve Milligan. \*  
[Under separate cover](#)
13. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

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

1. Correspondence from the West Virginia Office of Energy stating that they are resuming work related to the Energy Efficiency & Conservation Block Grant, among others, that was previously approved for a window replacement project within the Upshur County Courthouse. A grant agreement, award notice and other related documents will be forthcoming.
2. Mt. Hope Water Association – Water System Improvement Project report for March 18, 2025.
3. Receipt and fulfillment of a Freedom of Information Act request from Inovo AI Solutions, LLC. and MuckRock News.
4. Correspondence from Meagan James, Program Coordinator for the County Commissioners' Association of West Virginia, announcing National County Government Month and inviting 8<sup>th</sup> Grade Students to participate in an Essay Contest on the topic "A Day in the Life of a County Commissioner". The deadline for submissions is 5:00 p.m. on Monday, April 21, 2025.
5. Lewis-Upshur Animal Control Facility Reports for the month of February 2025. During this period, 67 animals were received by the Facility.
  - Revenue Report
  - Account of Animals Report
  - Animal Control/Humane Officer Animal Report
6. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - None
  - b) Agendas and/or Notice of Meetings:
 

• Upshur County Fire Board	March 18, 2025
• Council of the City of Buckhannon – Special Session	March 18, 2025
• Local Emergency Planning Committee	March 19, 2025
• Upshur County Convention & Visitor's Bureau	March 19, 2025

- Council of the City of Buckhannon March 20, 2025
- c) Meeting Minutes:
  - Upshur County Safe Structures and Sites Enforcement Board December 12, 2024
  - Upshur County Solid Waste Authority February 10, 2025
  - Tennerton Public Service District February 12, 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.

7. Appointments Needed or Upcoming:

- Farmland Protection Board – Tygart Valley Conservation Representative

*\*\*\*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  
 March 27, 2025 --- 9:00 a.m.  
 Upshur County Courthouse Annex  
 The Commission Meeting scheduled April 3, 2025 has been cancelled.

# Jane Lew Public Service District

70 Park Avenue  
Jane Lew, WV 26378

## **Regular Meeting**

**March 13, 2025, 4:00 PM**

### **~~ Public Board Meeting Agenda ~~**

I. Call to Order (Gee)

#### **~~ ROUTINE MONTHLY BUSINESS ~~**

II. Minutes (02/13/25)

III. General Manager's February Reports (Snow-McKisic)

A. WATER:

1. Water Bills
2. Water Treasury Report
3. Water Adjustments Report
4. Water Purchase, Sales & Loss Report
5. Water Preventive Maintenance Report (*Preventing unplanned breakdowns*)
6. Water Repairs Report (*fixing unplanned breakdowns*)
7. Leak Detection Report (*finding and fixing leaks*)
8. Cross Connections/Backflow Report
9. New Taps (non-project)
10. Other

B. WASTEWATER:

1. Wastewater Bills
2. Wastewater Treasury Report
3. Wastewater Adjustments Report
4. Wastewater Treatment Purchase, Sales & Loss Report
5. Wastewater Preventive Maintenance Report (*Preventing unplanned breakdowns*)
6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
7. New Taps (non-project)
8. Other

IV. PSD Policies and Job Descriptions (Snow-McKisic)

V. Personnel (Snow-McKisic)

VI. Announcements (Snow-McKisic or board)

VII. Correspondence (Snow-McKisic)

#### **~~ OLD BUSINESS ~~**

VIII. Update on job posting

#### **~~ NEW BUSINESS ~~**

IX. Late-Received Agenda Items (Snow-McKisic)

X. Adjournment



**Deputy C. A. Matheny**  
Lewis County Sheriff's Office  
117 Court Street Room 104  
Weston, WV 26452



Sheriff and County Commission,

I am writing this letter to inform you of my resignation. I have spent five years in total with this department, worked with many great individuals throughout the county, and was able stand side by side with great officers under numerous circumstances. Unfortunately, my time with the department is nearing its end as of April 5<sup>th</sup>, 2025. I was blessed to work with such a great department and more so the individuals who wear the same uniform, however, another opportunity has presented itself. After countless hours of thought and consideration, I have decided to take this opportunity. This has been a privilege, and I want to thank you all for trusting and allowing me to serve this great community! Let us continue to strive to make a difference.

INTEGRITY HONESTY COMPASSION ACCOUNTABILITY RESPECT  
EXCELLENCE

X   
\_\_\_\_\_

Deputy C. A. Matheny



**From:** jhinchman lewiscountywv.org  
**Sent:** Tuesday, March 18, 2025 3:47 PM  
**To:** Tina Helmick; srogers lewiscountywv.org; rcarder lewiscountywv.org  
**Subject:** Request to hire

Request to Hire Ronnie Waggy II for seasonal maintenance working up to 40 hours a week at \$11.00 an hour. Starting date of March 26, 2025.

Joshua Hinchman  
Director  
Lewis Co Park  
304-269-6599

**RESOLUTION**  
of the  
**LEWIS COUNTY ECONOMIC DEVELOPMENT AUTHORITY, WEST VIRGINIA**  
**APPROVING INVOICES RELATING TO SERVICES**  
for the  
**LEWIS COUNTY PHASE I WATER EXTENSION PROJECT**  
**IJDC PROJECT # 2016W-1630**  
**RFP #07**  
and  
**AUTHORIZING PAYMENT THEREOF**

**WHEREAS**, the Lewis County Economic Development Authority has reviewed the invoices attached hereto and incorporated herein by reference relating to the Lewis County Phase I Water Extension Project funded in part by the Community Development Block Grant ("CDBG"), the Infrastructure & Jobs Development Council ("IJDC"), West Virginia American Water Company ("WVAWC"), the Water Development Authority ("WDA"), Lewis County Commission ("LCC") and Lewis County Economic Development Authority ("LCEDA") and find as follows:

- A. That none of the items for which payment is proposed to be made has been requested from another funding source;
- B. That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the Project;
- C. That each of such costs has been otherwise properly incurred;
- D. That the payment for each of the items proposed is due and owed.

**NOW, THEREFORE, BE IT RESOLVED** that the Lewis County Economic Development Authority hereby approves and authorizes payment of the following invoice:

Vendor	Invoice #	Invoice Date	CDBG	IJDC Loan	IJDC Grant	WVAW	EEGF	LCC	LCEDA	Total
Bond Exchange - Reimbursement to LCEDA	BX0063342	2/27/25	\$0.00	\$6,783.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,783.00
ROW Payments - Reimbursement to LCEDA	NA	NA	\$13,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,600.00
Region VII Planning & Development Council	451-12	9/30/2024	\$2,854.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,854.89
Region VII Planning & Development Council	451-13	12/31/2024	\$7,619.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,619.26
		<b>TOTALS:</b>	<b>\$24,074.15</b>	<b>\$6,783.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,857.15</b>

**ADOPTED BY** the Lewis County Economic Development Authority at a meeting held on the 26<sup>th</sup> day of March, 2025.

**Lewis County Economic Development Authority**

By: \_\_\_\_\_  
Kevin Stalnaker, President