

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
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, APRIL 29, 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** **Proclamation :** The Lewis County Commission will be asked to execute a Proclamation in honor of National Fire Fighter's Day. (*action required*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The April 24, 2025 Upshur County Commission meeting agenda is presented for review. (*information only*)
- 5. Jane Lew Public Service District:** The Jane Lew Public Service District April 10, 2025 agenda and minutes are 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: Phase 1 Water Project Groundbreaking Ceremony, Dam Safety Meeting, Lewis County Economic Development Authority, Safe Sites and Structures meeting, Planning Commission, Lewis County Volunteer Luncheon, Courthouse Facilities meeting, Lewis County Senior Center Elimination Dinner, Lewis County Park Board Meeting, etc.

BUSINESS

- 7. Lewis County Clerk Appointment:** The Commission will consider the appointment of Interim County Clerk, Rebecca Carder, as the Lewis County Clerk. (*action required*)
- 8. State Budget Revision:** The Fiscal Year 2024-2025 General County Fund and Coal Severance Fund State Budget Revision is presented for review and consideration. (*action required*)

9. **Lewis County Park Request to Hire:** Josh Hinchman, Director, requests to hire Timothy Corathers as seasonal maintenance working up to 40 hours a week at \$11.00 an hour. If approved the starting date will be May 1, 2025. *(action required)*
10. **Lewis County Park Request to Hire:** Josh Hinchman, Director, requests to hire Stephanie Heater as seasonal Concession/Pool Aid working up to 40 hours a week at \$10.75 an hour. If approved the starting date will be May 1, 2025. *(action required)*
11. **Safe Sites and Structures Committee:** The Commission will consider the Citation and Complaint on Citation for the property located at 1137 US Highway 33 East, Weston. *(action required)*
12. **Safe Sites and Structures Committee:** The Commission will consider the Citation and Complaint on Citation for the property located at 275 John Street, Weston. *(action required)*
13. **Safe Sites and Structures Committee:** The Commission will consider the Citation and Complaint on Citation for the property located at 1241 Broad Run Road, Jane Lew. *(action required)*
14. **Time Sheets/Annual or Sick Leave Requests:** No Leave Requests *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

15. **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)*
16. **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)*
17. **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)*
18. **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:

19. **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



Proclamation

WHEREAS, the Lewis County Commission has a deep appreciation and respect for our Nation's firefighters; and

WHEREAS, firefighters' willingness to give freely and unselfishly of themselves to serve our community is to be commended; and

WHEREAS, everyday firefighters put their lives in immediate danger for the protection and safety of others; and

WHEREAS, National Firefighters Day provides a day to express appreciation for both active and retired firefighters and reflect on their heroism; and

NOW, THEREFORE, BE IT PROCLAIMED, The County Commission of Lewis County does hereby recognize May 4, 2025 as Firefighters Day.

Bobby Stewart
President

Rod Wyman
Commissioner

Agnes Queen
Commissioner

Attest: Rebecca Carder, Interim County Clerk
April 29, 2025

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: April 24, 2025

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• April 17, 2025

10:00 a.m. Hearing to Accept and Probate in Solemn Form, the Last Will & Testament of Paul Jacob Coleman, deceased. *

Items for Discussion / Action / Approval:

1. Consider submitting a letter of support for the deployment of fiber to the home (FTTH) infrastructure in Upshur County. *
2. Approval and signature of the FY 26 Court Security Grant Application and related documents, requesting \$12,095 in funding to be utilized for various security enhancements throughout the Courthouse and Annex. *
3. Review and signature of an application to apply for the State and Local Cybersecurity Grant Program in the amount of \$114,207. If awarded, funds will be utilized to upgrade the technical and cybersecurity posture by replacing outdated and unsupported hardware throughout the County's IT Infrastructure. *
4. Review and signature of Request for Payment #21 for the Mt. Hope Water System Improvement Project in the amount of \$16,804.96. *
5. Consider the re-appointment of Brandon Tenney, Upshur County Development Authority Director, to the Corridor H Authority, effective July 1, 2025 through June 30, 2029. *
6. Consider the re-appointment of Laura Rusmisell to the Upshur County Farmland Protection Board, effective July 1, 2025 through June 30, 2029. *
7. Approval of seasonal employment of the Buckhannon-Upshur Recreational Park managers, lifeguards, admissions and concessions workers, effective May 18, 2025. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)
8. Approval of seasonal employment of Upshur County Youth Camp Staff, effective May 19, 2025. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)

9. 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. Annual State and Local Fiscal Recovery Funds Compliance Report for March 2025.
2. Freedom of Information Act (FOIA) request and fulfillment from Trileaf Environmental Consultants.
3. Upshur County Sheriff's Financial Statement for period ending March 31, 2025.
4. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Lewis-Upshur Community Recovery Center – Ribbon Cutting May 7, 2025
 - b) Agendas and/or Notice of Meetings:
 - None
 - c) Meeting Minutes:
 - Buckhannon-Upshur Airport Authority March 10, 2025
 - Upshur County Solid Waste Authority March 10, 2025
 - Upshur County Fire Board March 18, 2025
 - Wes-Mon-Ty RC&D Board of Directors March 18, 2025
 - Upshur County Building Commission April 15, 2025

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

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

5. 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. 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)

None

Next Regular Meeting of the Upshur County Commission
May 1, 2025 --- 9:00 a.m.
Upshur County Courthouse Annex

Jane Lew Public Service District

70 Park Avenue

Jane Lew, WV 26378

Regular Meeting

April 10, 2025, 4:00 PM

~~ Public Board Meeting Agenda ~~

- I. Call to Order (Gee)
- II. Ray Smith from the LC Economic Development Group

~~ ROUTINE MONTHLY BUSINESS ~~

- III. Minutes (03/13/25)
- IV. General Manager's March 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
- V. PSD Policies and Job Descriptions (Snow-McKisic)
- VI. Personnel (Snow-McKisic) update on interviews
- VII. Announcements (Snow-McKisic or board)
- VIII. Correspondence (Snow-McKisic)

~~ OLD BUSINESS ~~

- IX. Update on job posting

~~ NEW BUSINESS ~~

- X. Late-Received Agenda Items (Snow-McKisic)
- XI. Adjournment

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Minutes of Regular Meeting April 10, 2025

Present: Brad Foster (Secretary); Oscar Mills (Board Member); Stephanie Snow-McKisic (General Manager)
Guests: Ray Smith-LCEDA, Eric Sherrard-Thrasher, Shane Whitehair-Region VII, Jason Foster-Chief Water Operator, Boone Brown-Project Coordinator
Absent: Nancy Gee (Chairperson)

- I. **Call to Order** The meeting was called to order at 4:00 pm by Secretary Brad Foster.
- II. The meeting opened, and guest, Ray Smith, from Lewis County Economic Development, was given the floor. Ray spoke about the need for the expansion of sewer service to the other side of I-79. A cost study and a capacity study is needed to determine what equipment will need to be upgraded and what the cost will be to provide adequate service. The line under I-79 is the biggest concern for all. Shane from Region 7 and Eric were introduced and on-hand to answer questions and confirm the support from the PSD, to move forward with an application for the study to be conducted, with the PSD as the sponsor for the grant. PSD employees, Jason Foster and Boone Brown answered questions about the infrastructure of the water and sewer lines in Jane Lew. After the discussion, Board members Brad Foster and Oscar Mills agreed to sponsor the grant, as long as there is no cost to the PSD.

~ ROUTINE MONTHLY BUSINESS ~

- III. **Minutes: (03/13/2025)**
MOTION: (Foster/Gee) to approve the attached Minutes of the March regular meeting. **[Carried Unanimously]**
- IV. **General Manager's March Reports (Snow-McKisic)**
 - A. **WATER:**
 1. **Bills (Attached)**
MOTION: (Mills/Foster) to ratify payment of the attached list of water invoices for March 2025. **[Carried Unanimously]**
 2. **Treasury Report (Attached)**
MOTION: (Mills/Foster) to approve the attached Water Treasury Report for March 2025. **[Carried Unanimously]**
 3. **Water Adjustments Report (Attached)**
MOTION: (Foster/Mills) to approve the attached Water Adjustments Report for March 2025. **[Carried Unanimously]**
 4. **Water Purchase, Sales & Loss Report (Attached)**
MOTION: (Foster/Mills) to approve the attached Water Purchase, Sales & Loss Report for March 2025. **[Carried Unanimously]**

5. **Water Preventive Maintenance Report** -
 - a) Lines – **Visual and auditory checks while reading meters.**
 - b) Loss Prevention/leak detection – **water loss 9%**
 - c) Fire + Flushing Hydrants [57 + 25] **Number, map, and record when changes occur.**
 - d) Valves [148] – **Nothing**
 - e) Meters [706] – **New meter installed 3/27/25.**
 - f) Booster Stations [3] – **Cut grass/trim as needed.**
 - g) Tanks [2] – **nothing needed. (Painting tanks on the to-do list. Shane with WVRWA will come and inspect the tanks. TBD.)**
 - h) Office Furnace + A/C – **nothing needed.**
 - i) Vehicles [½ 2019 Truck, ½ crane truck, + ½ Buggy] – **Truck washed, and oil changed 03/18/25.**
 - j) Generators [1 big port + 2 small] **Chesapeake exercised 03/20/2025.**
 - k) Expensive Equipment [Mower] – **nothing**
 - l) Critical Inventory – **good**
 - m) Other – **nothing**
6. **Water System Water Leak Detection and Repair Report:**
 - **3/17/25-Repaired ¾ in service line on Dean St.**
 - **3/27/25-Replaced the meter at 292 Bills Run Rd.**
7. **Cross Connection/Backflow Report- Ongoing.**
8. **New Non-Project Water Taps/Road bores. Nothing.**

B. WASTEWATER:

1. **Wastewater Bills** (Attached)
MOTION: (Mills/Foster) to ratify payment of list of Sewer invoices for March 2025. [**Carried Unanimously**]
2. **Wastewater Treasury Report** (Attached)
MOTION: (Mills/Foster) to approve the Sewer Treasury Report for March 2025. [**Carried Unanimously**]
3. **Wastewater Adjustments Report** (Attached)
MOTION: (Mills/Foster) to approve the Sewer Adjustments Report for March 2025. [**Carried Unanimously**]
4. **Wastewater Treatment Purchase, Sales & Loss Report** (Attached) -
MOTION: (Foster/Mills) to approve Sewer Treatment Purchase, Sales & Loss Report for March 2025. [**Carried Unanimously**]
5. **Wastewater Preventive Maintenance Report**
 - a) Lines **Nothing**
 - b) I&I Prevention – **Rainfall 1.5 inches**
 - c) Manholes [643] – **Number, map and record changes as they occur.**
 - d) Duplex + ABS Grinder Pumps [5 + 2] **Visually inspect weekly. Amped & Enzymed every Friday, March 7/14/21/28, 2025. Issues with E-1 pumps at Lightburn’s bridge and Garton’s field.**
 - e) Lift Stations [10] **Visually inspect pits and floats weekly. Amped & Enzymed every Friday, Feb 7/14/21/28 2025.**
 - f) Vehicles – [½ ’19 Ford Truck, ½ crane truck & ½ Buggy] – **Washed truck and buggy 03/25/25.**
 - g) Generators: **Stationary generators were exercised weekly, on Mondays March 10/17/24, 2025. Check the onboard computer weekly. Exercise the portables monthly and quarterly 03/20/25. Check fluids. Check the heater block weekly in the winter.**

- h) Classroom Furnace & A/C **Change filter-semi-annually. Professional inspection of spring and fall.**
- i) Expensive Equipment [mower] – **nothing**
- j) Critical Inventory **Nothing**
- k) Other- **nothing**

6. Wastewater Repairs Report –

- **3/10/25-E-1 pumps clogged in Garton’s Field and Lightburn’s Bridge.**
- **3/7/25- M&A grinder pump was pulled and cleaned out. 3/19/25- Pulled pump 2 at station 2. Replaced it with a spare, sent it to PPS for repair.**
- **3/31/25- Replaced the Float at Station 2.**
- **3/31/25- E-1 pump clogged at Mountain State Waste.**

7. New Non-Project Sewer Taps/Road Bores – **nothing**

V. PSD policies and Job Descriptions (Snow-McKisic): **Nothing**

I. Personnel Matters (Snow-McKisic) -**Nothing**

VI. Announcements: (Snow-McKisic) –

- **The office will be closed on 4/18/25 for Good Friday.**
- **On 4/2/25, Stephanie and Jason attended an 811 Seminar, sponsored by the PSC at the Hope Gas building in Jane Lew. The staff at 811 filed paperwork and worked with state officials to change the current 811 process.**

VII. Correspondence: (Snow-McKisic)

- **4/8/25-Email from Ferrari & Assoc.-Scheduled the audit for 4/17/25. Signed the contract and returned it to them.**
- **UPDATE: This has been resolved. All necessary paperwork has been submitted by Zach Dobbins. 2-27-25 Email from The Public Service Commission. CASE NO. 25-0213-PWD-SC: Investigation of Failure to File Annual Reports Proceeding Upon Motion of the Commission. (Water and Sewer)**
- **COMPLETED: 3-1-25 Letter from the PSC: Annual reporting of Intrastate business revenue.**
- **UPDATE: This has been resolved. All necessary paperwork has been submitted by Zach Dobbins. 3-3-25 Email from The Public Service Commission. CASE NO. 25-0213-PWD-SC: Investigation of Failure to File Annual Reports Proceeding Upon Motion of the Commission.**

~~ OLD BUSINESS ~~

VIII. Ongoing-Mail service in Jane Lew: **We continue to receive complaints that customers are not receiving their bills. We are not receiving customers’ payments on time, or sometimes not at all. Our bills are not getting to our vendors on time or are getting lost in the mail. -Ongoing issue.**

4/10/25- We received 2 pieces of returned mail that were originally mailed out on 10/29/24. I spoke with the employee at the post office, questioning where this mail had been, and here is how the conversation went:

I was told that “they are behind.” Who are they? The postal worker told me that the Charleston Center is way behind, and they are sending mail to Pittsburgh to be processed. Ok, that is fine but where were these envelopes from October until April 1st when they were stamped as “unable to forward?” They are behind. They are really behind. 6 months behind, I asked? Yep.

- II. **UPDATE:** I spoke to Jim Kelsh on 4/8/25 and we agreed to file for the case to be dismissed. Jim filed the dismissal on 4/9/25. 11/11/24- Email from Jim Kelsh regarding a rate increase for the Weston Sanitary Board. A 30-B was filed for a pass-through charge to the customer. On 11/25/24, I was contacted by the PSC, requesting invoices from Weston Sanitary Board. Per the request, I explained how they are paid and sent an example.

~~ NEW BUSINESS ~~

- IX. **New Hire Update:** Interviews are taking place.

Assignments

- ✓ *Stephanie will do a job posting and start interviews to find a replacement for Boone.*
- ✓ *Stephanie/Vickie will plan a retirement lunch for Boone.*

- X. **Late Received Agenda Items** (Snow-McKisic) –**nothing.**

- XI. **Adjournment:** The meeting was adjourned by Secretary Foster at 5:28 p.m.

Nancy Gee, Chairman

Brad Foster, Secretary

Attachments:

- March '25 Bills Paid (Water/Wastewater)
- March '25 Treasury Reports (Water/Wastewater)
- March '25 Adjustments Reports (Water/Wastewater)
- March '25 Water/Wastewater Treatment Purchase, Sales & Loss Reports

E-Copies of Unapproved Minutes Sent to:

- James V. Kelsh, PSD Attorney (Bowles Rice)
- Commission/Sherry Rogers
- Ray Smith
- Board Members

From: jhinchman lewiscountywv.org
Sent: Monday, April 21, 2025 3:16 PM
To: Tina Helmick; srogers lewiscountywv.org; rcarder lewiscountywv.org
Subject: Request to hire

Request to hire:

Timothy Corathers as seasonal maintenance working up to 40 hours a week starting on May 1, 2025 at \$11.00 an hr.

Stephanie Heater as Concession/Pool Aid working up to 40 hours a week starting on May 1, 2025 at \$10.75 an hr.

Joshua Hinchman
Director
Lewis Co Park
304-269-6599