

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
AMENDED MEETING AGENDA
TUESDAY, MAY 13, 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** **National Police Week:** The Commission will be asked to execute a Proclamation for National Police Week. (*action required*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The May 8, 2025 Upshur County Commission meeting agenda is presented for review. (*information only*)
- 5. State of West Virginia Division of Corrections & Rehabilitation:** The Regional Jail invoices for the month of April 2025 in the amounts of \$57,642.20 and \$16,261.18 are presented for review. There are two invoices due to the rate changing during the month. The invoice amount for March 2025 was \$53,840.02. The invoice amounts for April 2024 were \$26,858.64 and \$4,968.88. The County rate has now increased to the daily rate of \$68.95. Lewis County has been billed for 9,693 jail beds during fiscal year 2025. (*information only*)
- 6. Coal Severance Tax:** Lewis County received Coal Severance Taxes in the amount of \$7,640.83 for the time period of January 1, 2025 to March 31, 2025. The previous quarter total was \$10,383.06. The amount received for this time period last year was \$13,270.40. (*information only*)
- 7. Lewis County Sheriff's Mileage Report:** The April 2025 Lewis County Sheriff's Mileage Report is presented for review. (*information only*)
- 8. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Courthouse Ice Cream Social, Blueprint Communities Panel, Lewis County Convention and Visitors Bureau, Weston Central Neighborhood Watch, Corridor H Water Extension Update, 911 Advisory Board, etc.

BUSINESS

- 9. Lewis County Sheriff's Tax Office Resignation:** Erica Cork submits a resignation letter effective May 23, 2025. *(action required)*
- 10. Lewis- Gilmer E-911 Center:** Silling Associates, Inc. and Danhill Construction Company submit change order number 10 for consideration. *(action required)*
- 11. Lewis County Park Request to Hire:** Josh Hinchman, Director, requests to hire seasonal employees: Brent Garton as seasonal maintenance working up to 40 hours a week at \$11.00 an hour starting May 14, 2025
Seasonal Pool Aide/Concession/Office/Golf working up to 40 hours a week at \$9.00 an hour starting May 19, 2025; Payj Heater, Alxis McDougal, Kyra Vinson, Liam Jefferies, Jenna Cutright, Odin McCourt, Regena Pamer
Seasonal Lifeguards working up to 40 hours a week at \$10.00 an hour starting May 19, 2025; Alicyn Bishop, Sidney Slaughter, Addison Ferguson, Gabrielaunah Craig, Cadence McDonald, James Alkire, Blake Watson, Yandel Zauala, Hayden Brown, Michelena Aiosa, Julia Watson
Laura Linger as Seasonal Pool Manager working up to 40 hours a week at \$14.00 an hour starting May 19, 2025
Kayla Bouscher as Seasonal Pool Manager working up to 40 hours a week at \$14.25 an hour starting May 19, 2025
Seasonal Pool Managers working up to 20 hour a week at \$14.25 an hour starting May 19, 2025; Erin Freeman, Heather Fluharty
Concession/Pool Aide/Office/Golf working up to 40 hours a week at \$9.25 an hour starting on May 19, 2025 Addie Brown and Shelby Hamrick
Seasonal Head Lifeguards working up to 40 hours a week at \$14.00 an hour starting on May 19, 2025; Audrey Burchett, Brooke Butcher, Haylee Lewis, Elleonna Stump
Request to rehire Seasonal Lifeguards working up to 40 hours a week starting May 19, 2025; Kami Linger at \$13.75, Landyn Taylor at \$11.00, Brooklyn Burkhammer at \$10.50, Bobbie Burkhammer at \$10.25, Brianna Cermak at \$10.25, Zander Carlton at \$10.25, Amelia Ferguson at \$10.25, Carder Holden at \$10.25, Emily Lybarger at \$10.25, Emma Freeman as Seasonal Pool Aide/Concession/Office working up to 40 hours a week at \$9.25 *(action required)*
- 12. Lewis County Sheriff's Tax Office Request to Advertise:** Lewis County Sheriff, Mickey Metz, requests to advertise for the position of Deputy Clerk in the Tax Office. *(action required)*
- 13. Safe Sites and Structures Committee:** Steve Moneypenny, Safe Sites and Structures Committee, submits a Citation on Complaint for the property located at 1137 US Highway 33 East, Weston, WV for consideration. *(action required)*
- 14. Consideration of Property Purchase:** The Commission will consider a property purchase in the amount of \$500,000 located at 376 Hope Station Road. *(action required)*
- 15. Lewis County Health Department Request:** Administrator/Sanitarian, Crystal Lough, submits a request to apply for the City of Weston Façade Grant Program. *(action required)*
- 16. Lewis County Board of Health Reappointment:** Crystal Lough, Administrator/Sanitarian, Lewis County Health Department submits a request to reappoint Melinda Law to the Lewis County Board of Health for a five-year term which will expire June 30, 2030. *(action required)*
- 17. Time Sheets/Annual or Sick Leave Requests:** Tina Helmick Time Sheet, Sherry Rogers Leave Request *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 18. 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)*
- 19. 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)*
- 20. 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)*
- 21. 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:

- 22. 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

**LEWIS COUNTY COMMISSION
PROCLAMATION
POLICE WEEK
MAY 11-17, 2025**

WHEREAS, In 1962, President Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty and those who courageously wear a uniform daily for the safety and protection of other; and

WHEREAS, Our Law Enforcement Officers are the guardians of life and property; defenders of the individual right to be free; warriors in the battle against crime; and are dedicated to the preservation of life and property; and

WHEREAS, It is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices our law enforcement hero's face daily in their duty to serve the people by safeguarding life and property, and by protecting citizens against violence and disorder; and

WHEREAS, The Lewis County Commission honors the valor, service and dedication of all our police officers and salutes the service of each and every one; and

WHEREAS, During National Police Week, the Lewis County Commission commends the brave men and women of our law enforcement community for continually summoning the courage to fulfill their solemn oath to serve and protect and protect the Citizens of Lewis County, steadfastly ensure the safety of our communities and provide a much-needed sense of security to our citizens.

NOW THEREFORE BE IT RESOLVED, the Lewis County Commission declares May 11-17, 2025 as Police Week in Lewis County and encourages all citizens to honor the Lewis County Law Enforcement Community.

Given under my hand this 13th Day of May, 2025

Bobby Stewart, President

Rod Wyman, Commissioner

Agnes Queen, Commissioner

ATTEST:

Rebecca Carder, County Clerk

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: May 8, 2025
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 1, 2025
- 9:15 a.m. Conduct bid opening and potential award for a parking lot pavement project for the 18th Judicial Community Corrections Program. *
- 9:30 a.m. Jerry Henderson – update regarding the placement of a memorial bench at the Upshur County Youth Camp in 2024 and requesting permission to place Life Vac Devices at the location in 2025. *

Items for Discussion / Action / Approval:

1. Approval of Request for Bids and Minimum Specifications for one sport utility vehicle to be utilized at the E911 Telecommunications Center. Sealed proposals must be received no later than 4:00 p.m. on June 6, 2025 at the Office of the Upshur County Commission located at 91 West Main Street, Suite 101. Bids received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:30 a.m. on Thursday, June 12, 2025. *
2. Consider moving forward with proposals received from David Davis Heating in the amount of \$2,300 and Streamline Seamless Gutter, LLC in the amount of \$9,889 for damages sustained at the Upshur County Youth Camp during the January winter weather event. These repairs have been approved by WVCoRP. *
3. Consider the re-appointment of Samuel R. Nolte to the Buckhannon-Upshur Airport Authority Board as county representative. Upon approval, the term will be effective July 1, 2025 through June 30, 2028. *
4. Accept resignation of an employee. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)
5. 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 Altice USA submitting a cable television franchise renewal application. Upon acceptance of the application a public hearing will be scheduled per *WV Code §24D-1-7*. *

2. James W. Curry Capital Improvement Project Update – Curry campground dump station plans prepared by E.L. Robinson Engineering and filing of an Application for a Permit to Install an Onsite Sewage Disposal System submitted to the WV Department of Health & Human Resources. Once approved, the project will be put out to bid.
3. Adrian Public Service District remittance of documents:
 - a. Statement of Budget, Income and Equity for Fiscal Year ending 2026
 - b. Certification of Customers dated May 1, 2025
4. City of Buckhannon Water Department notification regarding the availability of monitoring data for unregulated contaminants for the Buckhannon Water Board.
5. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - None
 - b) Agendas and/or Notice of Meetings:
 - Elkins Road Public Service District May 6, 2025
 - Council of the City of Buckhannon May 8, 2025
 - c) Meeting Minutes:
 - None

***Dates and times of monthly board meetings are viewable at:**
www.upshurcounty.org -- Upcoming events are listed on the main page.

6. Appointments Needed or Upcoming:
 - Buckhannon-Upshur Board of Health (7/1/2025 – 6/30/2030)

****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 chuqhes@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 15, 2025 --- 9:00 a.m.

Upshur County Courthouse Annex

****The Commission Meeting scheduled for May 22, 2025 has been CANCELLED****

STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS & REHABILITATION



WILLIAM K MARSHALL III
COMMISSIONER

ROBERT CUNNINGHAM
CABINET SECRETARY

Office of the Commissioner
1409 Greenbrier Street
Charleston, WV 25311
304-558-2036 -- Telephone
304-558-5367 -- Fax

OVERAGE RATE FY25 LEWIS COUNTY
PO BOX 466
WESTON, WV 26452

Invoice Number: 4125C7F0

Invoice Date: 5/2/2025 8:54:45 AM

Month of Service: April, 2025

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for Overage Rate FY25 Lewis County for the month of April, 2025. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

Detailed information, including names of inmates and the number of days of inmate maintenance, to support the invoice is attached.

Month: April

Number of Inmate Days: 836

Per Diem Rate: \$68.95

Amount Due: April, 2025

\$57,642.20

This invoice amount is due and payable upon receipt.

Please Remit Payment to:
WV Division of Corrections and Rehabilitation
PO Box 40258
Charleston, WV 25364

STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS & REHABILITATION



WILLIAM K MARSHALL III
COMMISSIONER

ROBERT CUNNINGHAM
CABINET SECRETARY

Office of the Commissioner
1409 Greenbrier Street
Charleston, WV 25311
304-558-2036 -- Telephone
304-558-5367 -- Fax

BASE RATE FY25 LEWIS COUNTY
PO BOX 466
WESTON, WV 26452

Invoice Number: 412559F0

Invoice Date: 5/1/2025 2:37:56 PM

Month of Service: April, 2025

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for Base Rate FY25 Lewis County for the month of April, 2025. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

Detailed information, including names of inmates and the number of days of inmate maintenance, to support the invoice is attached.

Month: April

Number of Inmate Days: 283

Per Diem Rate: \$57.46

Amount Due: April, 2025

\$16,261.18

This invoice amount is due and payable upon receipt.

Please Remit Payment to:
WV Division of Corrections and Rehabilitation
PO Box 40258
Charleston, WV 25364

From: afarnsworth lewiscountywv.org
Sent: Tuesday, May 6, 2025 12:58 PM
To: Tina Helmick; srogers lewiscountywv.org
Subject: 25% Coal Severance Tax

Hi, we received the 25% Coal Severance Tax for the time period of 1/1/25 to 3/31/25 for the amount of \$7640.83. The last one we received was on 1/30/25 in the amount of \$10,383.06 for a time period of 10/1/24 to 12/31/24. Can you please add to one of the next agendas?

Thanks!

Amanda Farnsworth
Lewis County Assistant Chief Tax Deputy
110 Center Ave
Weston, WV 26452
Phone 304-269-8222
Fax 304-269-8698

APRIL 2025 MILEAGE REQUEST

UNIT LIC.

- 150 M. Metz / Vin. A42305 / 1236 – 21 SUV 66257
- 151 M. Cayton / Vin. A42304 / 1235 – 21 SUV 61007 / 25 SUV 1474
- 152 Z. Lopez / Vin. A18031 / 4960 – 20 SUV 45942
- 153 B. Hendershot / Vin. C19510 / 4913 – 23 SUV 9850
- 154 C. Matheny / Vin. B29979 / 3841 – 22 SUV 155 43775 ~~110 49221~~
- 155 D. Cooley / Vin. A32097 / 25 SUV "CRASHED"
- 156 E. Linger / Vin. A18030 / 1232 – 20 SUV 56193
- 157 R. Masters / Vin. A48451 / 1241 – 22 SUV 45893
- 158
- 159
- 160 D. Shipman / Vin. A40308 / 4961 – 22 SUV 151 61007 / 49104
- 165 R. Bowman / Vin. C99333 / B54761 – 22 TRK 66244
- 170 C. Kirkpatrick / Vin. C62863 / 1234 – 20 SUV 47427

171 T. Lafever / Vin. A42303 / 1696 – 20 SUV 38902

172 J. Johnmeyer / Vin. B04451 / 4220 – 21 SUV 70816

173 J. Jenkins / Vin. 572421 / 5YJ-355 - 21 JEEP 53228

174 R. Bush / Vin. 179324 / 4287 – 17 JEEP 45185

175 D. Cayton / Vin. 568479 / 6LB-698 – 17 JEEP 69210

1500 Dep. Reserves / Vin. 319897 / 3258 – 14 CHARGER 53699

1500 Dep. Reserves / Vin. 553134 / 1233 – 10 NITRO 78660

1500 Dep. Reserves / Vin. 553135 / 2726 – 11 NITRO 64592

Spare / ^{I. FORINASH} Vin. 106494 / 3929 – 18 INTERCEPTOR 81432

Spare / Vin. A78623 / 3370 – 15 EXPLORER SOLD

Spare / ^{H. SMITH} Vin. 106495 / 3930 – 18 INTERCEPTOR 77176

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

Thank You

5/2/2025

This letter confirms my resignation as Tax Deputy at Lewis County Sheriff's Tax Office. I have accepted another position, in Taylor County. My last date of employment will be May 23, 2025. My experience with the Lewis County tax office has been very rewarding and I appreciate the opportunity to work with such a great team. Please feel free to contact me regarding any of my past work.

Regards,

Erica Cork

A handwritten signature in blue ink that reads "Erica K. Cork". The signature is written in a cursive style with a large initial "E" and a distinct "K".



AIA® Document G701® – 2017

Change Order

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

CONTRACT INFORMATION:
Contract For: General Construction
Date: 03-28-2023

CHANGE ORDER INFORMATION:
Change Order Number: 10
Date: 05-06-2025

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.)

Additional Bonds and Insurance, Project Management and Field Supervision

The original Contract Sum was	\$	6,038,942.00
The net change by previously authorized Change Orders	\$	258,685.11
The Contract Sum prior to this Change Order was	\$	6,297,627.11
The Contract Sum will be increased by this Change Order in the amount of	\$	165,000.00
The new Contract Sum including this Change Order will be	\$	6,462,627.11

The Contract Time will be unchanged by (0) days.
The new date of Substantial Completion will be 02-04-2025

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.

ARCHITECT *(Signature)*

BY: Jeremy Jones-AIA Project
Architect-Silling Associates Inc

*(Printed name, title, and license
number if required)*

5.6.25

Date

CONTRACTOR *(Signature)*

BY: Danhill Construction Company

(Printed name and title)

Date

OWNER *(Signature)*

BY: Lewis-Gilmer 911

(Printed name and title)

Date

Client: LG911 - Change Order Proposal #14 - Additional
General Requirements (Revision #1)
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:

Price List: WVFA8X_APR25

Labor Efficiency: Restoration/Service/Remodel

Estimate: 2025-04-05-1140

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.

Revision #1

Change Order Proposal #14 has been revised to reflect a total cost of \$165,000.00 as agreed upon during the conference call between Lewis County Commission, Silling Architects, and Danhill Construction Company.

Respectfully Submitted,

Justin Dozier
Project Manager
Danhill Construction Company

2025-04-05-1140

General Requirements (DHC)*

CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY						
1. FEE	TIPF		+ Bonds (2%)					
		1	1.00 EA [*N]	0.00+	3,500.00 =	0.00	0.00	3,500.00
2. FEE	TIPF		+ General Contractor's - Liability Insurance (1%)					
		1	1.00 EA [*N]	0.00+	1,190.00 =	0.00	0.00	1,190.00
Totals: General Requirements (DHC)*						0.00	0.00	4,690.00

Additional Project Management

CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY						
3. LAB	ADMIN		+ PCO #6 -Project Management & Coordination (June10, 2024 - January 31, 2025)					
		34	34.00 WK [*]	0.00+	2,000.00 =	0.00	10,200.00	78,200.00
Additional Project Management & Coordination for the added 243 calendar days associated with PCO #6 LG911 - Change Order Proposal #6 - Bulletin #4. PCO #6 was approved by Lewis County Commission on December 19, 2023 and became part of AIA Document G701 - 2017 Change Order #05.								
Approved Change Order #5 has been attached for your review.								
Totals: Additional Project Management						0.00	10,200.00	78,200.00

Additional Field Supervision (DHC)*

CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY						
4. LAB	SUPER		1 PCO #6 -On-Site Supervision & Coordination (June10, 2024 - January 31, 2025)					
		34	34.00 WK [*]	0.00+	2,100.00 =	0.00	10,710.00	82,110.00
Additional On-Site Supervision & Coordination for the added 243 calendar days associated with PCO #6 LG911 - Change Order Proposal #6 - Bulletin #4. PCO #6 was approved by Lewis County Commission on December 19, 2023 and became part of AIA Document G701 - 2017 Change Order #05.								
Approved Change Order #5 has been attached for your review.								
Totals: Additional Field Supervision (DHC)*						0.00	10,710.00	82,110.00
Line Item Totals: 2025-04-05-1140						0.00	20,910.00	165,000.00

Summary

Line Item Total	144,090.00
Overhead	13,940.00
Profit	6,970.00
Replacement Cost Value	\$165,000.00
Net Claim	\$165,000.00

Justin Dozier 5/5/2025
Justin Dozier

From: jhinchman lewiscountywv.org
Sent: Tuesday, May 6, 2025 8:08 PM
To: Tina Helmick; srogers lewiscountywv.org
Subject: Request to hire

Request to hire:

Brent Garton as seasonal maintenance working up to 40 hours a week at \$11.00 an hour. Starting May 14, 2025.

Payj Heater, Alxis McDougal, Kyra Vinson, Liam Jefferies, Jenna Cutright, Odin McCourt, Regena Pamer as seasonal Pool aide/Concession/office/golf working up to 40 hours a week at \$9.00 an hour starting May 19, 2025.

Alicyn Bishop, Sidney Slaughter, Addison Ferguson, Gabrielaunah Craig, Cadence McDonald, James Alkire, Blake Watson, Yandel Zauala, Hayden Brown, Michelena Aiosa, Julia Watson as seasonal lifeguards working up to 40 hours a week at \$10.00 an hour starting May 19, 2025.

Laura Linger as season pool manager working up to 40 hours a week at \$14.00 an hour starting on May 19, 2025.

Request to rehire:

Kayla Bouscher as seasonal pool manager working up to 40 hours a week at \$14.25 an hour starting on May 19, 2025.

Erin Freeman, Heather Fluharty as seasonal pool managers working up to 20 hours a week at \$14.25 an hour starting on May 19, 2025.

Addie Brown, Shelby Hamerick as concession/ pool aide/office/golf working up to 40 hours a week at \$9.25 an hour starting on May 19, 2025.

Audrey Burchett, Brooke Butcher, Haylee Lewis, Elleonna Stump as seasonal head lifeguards working up to 40 hours a week at \$14.00 an hour starting on May 19, 2025.

Request to rehire as season lifeguards working up to 40 hours a week starting May 19, 2025. Kami Linger at \$13.75, Landyn Taylor at \$11.00, Brooklyn Burkhammer at \$10.50, Bobbie Burkhammer, Brianna Cermak, Zander Carlton, Amelia Ferguson, Carder Holden, Emily Lybarger at \$10.25 an hour.

Joshua Hinchman
Director
Lewis Co Park
304-269-6599

From: jhinchman lewiscountywv.org
Sent: Wednesday, May 7, 2025 5:41 PM
To: Tina Helmick; srogers lewiscountywv.org; rcarder lewiscountywv.org
Subject: request to hire

Request to rehire Emma Freeman as seasonal Pool aide/Concession/Office working up to 40 hours a week at \$9.25 an hour startng on May 19, 2025.

Joshua Hinchman
Director
Lewis Co Park
304-269-6599



LEWIS COUNTY SHERIFF'S DEPARTMENT

STATE OF WEST VIRGINIA

MICKEY E. METZ, SHERIFF



Tax Department
Phone: (304) 269-8222
Fax: (304) 269-8698

Law Enforcement
Phone: (304) 269-8251
Fax: (304) 269-2644

May 2, 2025

Lewis County Commission
110 Center Ave
Weston, WV 26452

Dear Honorable Lewis County Commission,

I respectfully request, advise, and consent per WV Code S 7-7-7 to advertise to hire to replace an employee as a Tax Deputy. I would request that the new employee begin as soon as possible and the starting salary be \$30,000.00.

Thank you in advance for your consideration.

Sincerely,

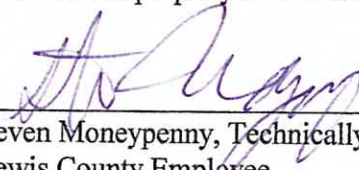
A handwritten signature in blue ink that reads "Mickey E Metz".

Mickey E. Metz, Sheriff
Mm/ajf

110 Center Avenue
Weston, WV 26452

CITATION OF LEWIS COUNTY SAFE STRUCTURES ENFORCEMENT AGENCY
WV Code 7-1-3ff (f) (1)

Comes now Steven Money Penny, the designated technically qualified county employee, and issues this citation, at the direction of said enforcement agency, which, after first investigating and determining that the following described property, being Parcel 4, Tax Map 1, situate in the unincorporated portion of Hackers Creek District, Lewis County, West Virginia, being described in a deed to Michael Burkhammer, said deed recorded in Deed Book 810, at page 212, which describes said property as Lots 53 and 54 Circle Heights, said property address of 1137 U S HWY 33 East, Weston, WV, 26452, (Faithen Beagle 1/3 interest, Don and Maria Staggs, 1/6th interest) said property contains structures (dwelling and buildings) wherein an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare and should be vacated, removed, cleaned and demolished, said property being described above, and which said property has received a scoring of 76.



Steven Money Penny, Technically Qualified
Lewis County Employee

Dated: May 27, 2025

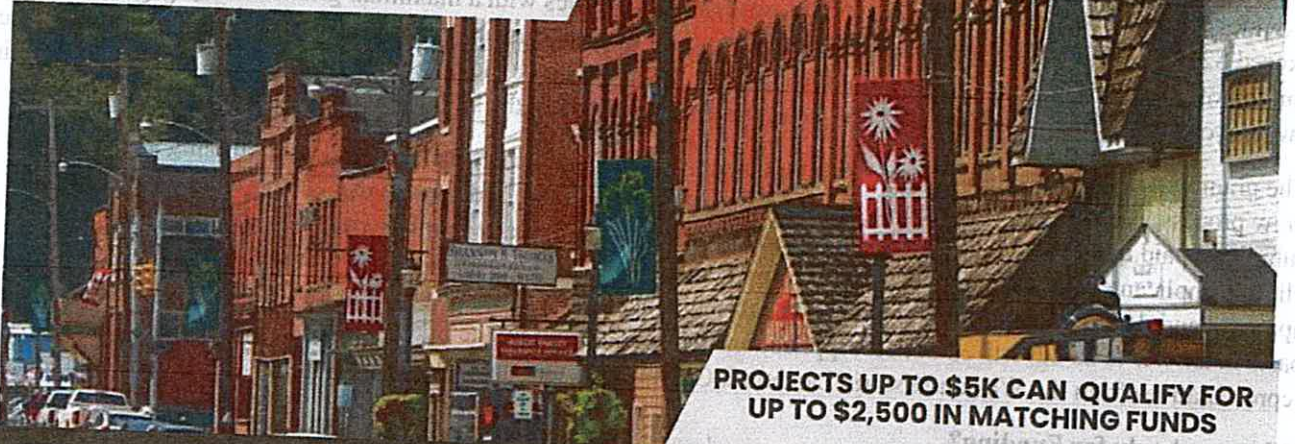
Lewis County Safe Sites & Structures



see Judy



City of Weston
Facade Grant



**PROJECTS UP TO \$5K CAN QUALIFY FOR
UP TO \$2,500 IN MATCHING FUNDS**

FACADE GRANT PROGRAM



Overview

About Us

The facade grant program has been developed to assist with the rehabilitation and maintenance needs of buildings and homes in Weston, WV.

A well-maintained community attracts visitors, promotes retail activity, and elevates community pride.

Application Deadline

All applications must be received by May 3rd, 2024.
All projects must be completed within six months of award date.

What it is:

- Improvements
- Restoration
- Painting
- Roofing
- Maintenance

APPLY NOW

Visit Our Website



Contact Us

304-269-6141



WESTON
WEST VIRGINIA



CityofWestonWV.com



SAA

City of Weston Facade Grant Program

The Facade Grant program provides limited financial assistance to businesses, private residential and commercial property owners interested in renovating the facade of their buildings. The objective of the Facade Improvement Grant Program is to assist businesses and residential property owners with improving their facade appearance. The program provides 50% reimbursement to commercial or residential properties with a maximum grant funding request not to exceed \$2,500. For example, if an applicant is approved for the program and undertakes \$5,000 of improvements, the amount of assistance made available would be up to \$2,500. To receive the maximum assistance of \$2,500 the building owner would need to invest at least \$5,000 in improvements to obtain the \$2,500 reimbursement.

The grant will be provided in the form of a reimbursement of eligible costs incurred and paid utilizing a construction draw process, once the improvements have been completed, inspected, and approved. The approved applicant shall submit all paid invoices to the Historic Landmark Commission before any reimbursement can be provided. Selected eligible applicants must complete the facade improvement project within a six-month period following project approval and date of the notification letter. Access to the facade assistance program will be on a first come, first served basis in answer to an advertised notice. Applications will be selected by the Facade Grant Committee comprised of representatives from the Weston Historic Landmark Commission and the City of Weston, WV.

Who can Apply for Funding?

Those who own property/building within city limits can apply for funding assistance. The project site must be located within the City of Weston. What Improvements are Eligible for Funding? Improvements must include the facade of the building facing a primary street orientation or if on a corner lot, the facades facing the two streets of primary orientation. Examples of eligible improvements include:

- Replacement or repairing of brickwork, plaster, or wood siding, including painting, cleaning, and repainting, and roof replacement
- Replacing, repairing, or relocating storefronts, doors, windows, parapets, or cornices, including the removal of extraneous elements or inappropriate or incompatible exterior finishes or materials.
- Change of exterior lighting, or additional exterior lighting
- Repairs, addition, or installation of awnings, visible roof, trim or mill work.
- Painting and general facade improvements.
- Installation or improvement of permanently installed signage. Also, signage must be a permanent installed feature of the facade and may not be portable or removable.
- Structural landscape improvements such as steps, sidewalks and fencing all proposed projects must follow current City of Weston Codes including but not limited to building codes, property maintenance codes, historical codes, and any applicable zoning codes. All necessary permits must be pulled for this project.
- For any project to be approved all municipal fees, city taxes, property taxes and B&O taxes must be current.

Grant awards depend on available funding and will be reviewed annually.

Initials CL

GRANT APPLICATION

Committee Use Only Date Received: _____

Please complete all information below:

Approve/Not Approved (Circle) Date Approved: _____ Expiration Date: _____

Name of Applicant: CRYSTAL LOUGH

Applicant Address: 125 COURT AVE WESTON, WV 26452

Applicant Phone Number: 304-269-8218

Name of Business (if applicable) LEWIS COUNTY HEALTH DEPARTMENT

Business/Property Location Address: SAME

Property Owner(s) Name: LEWIS COUNTY COMMISSION

Total Cost of the Facade Project (include expense quotes where applicable): \$ 6,800.00

Amount of Request (must be at least 50% of the total cost of the facade project): \$ 2,500.00

Details of Facade Project (provide a detailed scope of the facade project):

Please attach any documentation including, but not limited to written descriptions and drawings, photographs, contractor estimates and other graphic information necessary to completely describe the project. Please read the following: The commitment of grant money for an awarded project expires six months from the approval date as noted on the application. For reasonable project delays, the expiration date may be extended by the Facade Grant Committee for all extensions. Any extension must be submitted by the applicant in writing to the Facade Grant Committee expressing the reason(s) for an extension. All extensions shall be approved by the Committee. Applications are accepted on a rolling basis until all appropriated funding is exhausted or a new round of funding is available. This is to certify that the proposed project described above meets the requirements necessary for application for a Facade Grant.

Your application should include the following items:

- 1) Scope of work to be completed
- 2) Project budget
- 3) Project timeline including start and completion dates
- 4) Who will complete the work?
- 5) Explain how your project will improve the overall streetscape or visual appeal of your neighborhood.
- 6) Is this property historic in nature, will your project improvements maintain the historic character of the property?
- 7) You must certify that you have funds to complete the project in full before obtaining reimbursement for improvements. Can you provide proof of funds if awarded the grant.
- 8) Pictures and drawings if applicable
- 9) You must initial each page of this application and ensure all signature lines are complete for your grant to be considered. (HAVE YOU INITIALED ALL PAGES)

Initials CL

Name of Applicant (Print): CRYSTAL LOUGH

Signature of Applicant: *Crystal Lough* Date: 5/1/2025

If the applicant does not own the property, the application requires the name and signature of the property owner of record authorizing the facade improvements Name of Property Owner of Record (Print):
LEWIS COUNTY COMMISSION

Signature of Property Owner of Record: _____ Date: _____

Please return the completed Facade Grant Application to the following address:

City of Weston Historic Landmark Commission Attn: Facade Grant Program Application, 102 W 2nd St Weston WV 26452. For questions regarding the program, please contact 304-269-6141.

The City of Weston and the Weston Historic Landmark Commission are not liable for any work completed in conjunction with this grant application. The property owner assumes all liability for work completed and is expected to follow all state and local ordinances.

If you receive a grant award notification you will be required to complete a contract before the award is active.

Initials CL

WORK QUOTE

Date: 4/28/2025

Raven Contracting LLC
795 Carter Rd
French Creek, WV 26218
Contractors lisc#WV059963

To: Lewis County Health
Department
125 Court Ave
Weston, WV 26452
(304)269-8218
Crystal.G.Lough@wv.gov

Remodel #6 Exterior Painting Project

Qty	Description	Unit Price	Line Total
	Materials/Labor		\$6,800.00
	<p>**This quote is to paint porch with grey traction paint, clean and scrape loose paint, and repaint areas that are flaking on the front of the building**</p>		
	<p>**Sales tax included in pricing**</p>		
		Subtotal	\$6,800.00
		Sales Tax	
		Total Balance	\$6,800.00