

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

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
TUESDAY, FEBRUARY 21, 2023**

## SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM**      **Call Meeting to Order** (*action required*)
- 2. 10:05 AM**      **John Breen, Lewis County Assessor**  
**RE:** Exonerations, Consolidations, Apportionments  
Draft copies will be available for review two business days prior to the meeting date. (*action required*)

## APPOINTMENTS

- 3. 10:15 AM**      **Chris Richards, Lewis County Convention and Visitors Bureau:**  
Ms. Richards will present the quarterly report to Commission.  
(*information only*)
- 4. 10:20 AM**      **Victoria Stansberry:** Ms. Stansberry will present the Blueprint report to Commission. (*information only*)

## CORRESPONDENCE & INFORMATION

- 5. Upshur County Commission Meeting Agenda:** The February 19, 2023 Upshur County Commission agenda is presented for review. (*information only*)
- 6. Lewis County Assessor John Breen:** Mr. Breen will present the Properties Valuation Committee Approval on Assessors Valuation Budget, Assessed Valuation approximate numbers, Sales Ratio, and general office updates. (*information only*)
- 7. City of Weston Planning Commission Letter:** The City of Weston has requested feedback from Commission on the Weston Comprehensive Plan and encourages participation from Commission. (*information only*)

- 8. Board(s) and Committee(s) Reports:** Commissioners will give reports on any Board(s) or committee(s) meeting attended including: West Virginia Association of Counties Legislative call, HubCAP Meeting, Handle with Care Conference, Lewis Upshur Gateway Community, etc. *(information only)*

## **BUSINESS**

- 9. Software Systems Inc.:** Software systems, Inc. monitors the hardware and software maintenance contracts the Commission has with IBM on the AS/400, also called an IBM System. This contract will expire March 9, 2023. The cost for a one year renewal is \$4,585.00. An attempt was made to negotiate a lower price, which is nonnegotiable. Item tabled on 2-14-2023. *(action required)*
- 10. Lewis County Senior Center Letter of Request:** Consideration of lease agreement of the 911 Center at 201 Orchard Street in Weston, to the Senior Center for office space use, upon completion of the new facility. *(action required)*
- 11. Review of previous bid opening for Roof Proposals:** Commission will consider the bid from Weaver Roofing for the amount of \$144,390 for the roof repair at the Courthouse and proposed additions of crickets, foundation for HVAC units for longevity of the roof, extending downspout, and a 3 year biannual roof inspection for \$9,480.00 which includes any time and material needed. Item tabled on 2-14-2023. *(action required)*
- 12. Time Sheets and Leave Requests:** None

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

- 13. 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)*
- 14. 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)*
- 15. 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)*
- 16. 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:**

- 17. 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.

## 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: January 19, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• January 12, 2023

10:00 a.m. Conduct interview with Terradon Corporation. for the planning and design services of an indoor/outdoor recreation complex at the newly acquired property within Upshur County consisting of 70.87 acres.  
*Item may lead to Executive Session per WV Code §6-9A-4*

11:00 a.m. Supervisor Meeting

1:00 p.m. Conduct interview with The Thrasher Group, Inc. for the planning and design services of an indoor/outdoor recreation complex at the newly acquired property within Upshur County consisting of 70.87 acres.  
*Item may lead to Executive Session per WV Code §6-9A-4*

2:00 p.m. Policy Board

3:00 p.m. Court Security Advisory Board

### Items for Discussion / Action / Approval:

1. Correspondence from Becky Edwards, Senior Companion Program Director, Mid-Ohio Valley Regional Council, requesting funding in the amount of \$500.00 for the Upshur County Senior Companion Program.\* Page 3
2. Review and approval of Equipment Use Agreement with Steve Curtis for use of bucket truck. \* Pages 4-5
3. Approval of Lewis-Upshur Animal Control Facility Volunteer, Jade Kesling\* Under Separate Cover
4. Approval of advertisement for a seasonal part-time groundskeeper. Applications will be accepted until February 3, 2023. \* Page 6
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. Discuss the Upshur County Safe Structures and Sites Enforcement Board, property owned by Bryce Chapman.
2. Upshur County Fire Board, Inc. Financial Report for October through December 2022. Pages 7-20
3. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - Community Emergency Response Team (CERT) Training Course Pages 21-23
    - Buckhannon Police Citizen Police Academy Training Course Pages 24-26
  - b) Agendas and/or Notice of Meetings:
 

• Upshur County Public Library- Board of Directors Special Meeting	January 11, 2023	Page 27
• Lewis/Upshur LEPC	January 18, 2023	Page 28
• Upshur County Farmland Protection Board	January 19, 2023	Page 29
• City Council of Buckhannon	January 19, 2023	Page 30
  - Meeting Minutes:
 

• Upshur County Farmland Protection Board	October 28, 2022	Page 31
• Lewis/Upshur LEPC	November 16, 2022	Page 32
• Upshur County Public Library	November 16, 2022	Pages 33-36
• Tennerton Public Service District	December 14, 2022	Page 37
  - c) Meetings: \*Dates and times of monthly board meetings are viewable at :  
<http://cms4.revize.com/revize/upshurwv/calendar.php>  
 or go to [www.upshurcounty.org](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.
4. 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)

Next Regular Meeting of the Upshur County Commission  
 January 26, 2023 --- 9:00 a.m.  
 Upshur County Courthouse Annex

**Dave Hardy**  
Secretary of Revenue



**Matthew Irby**  
Tax Commissioner

**STATE TAX DEPARTMENT**

---

February 1, 2023

Mr. John Breen  
108 Center Avenue  
P.O. Box 706  
Weston, WV 26452

Dear Mr. Breen,

Enclosed you will find the final sales ratio analysis for your county for the period of July 1, 2021 to June 30, 2022 for Tax Year 2023. This analysis was used to determine your compliance with monitoring guidelines, as established by the Property Valuation Training and Procedures Commission (PVC).

The medians or aggregate ratios of appraised values should be between 90% and 110% of market value and the COD should be 15 or less for residential improved property and 20 or less for all other property types. As per PVC Instructions, for any property where the sales price is more than plus or minus two standard deviation (+/- 2SD) from the median may be eliminated from the sales ratio calculation with the approval of the State Tax Department.

Should you have any questions about this report, please feel free to contact me, in our Beckley office, at (304) 461-0819.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Cuthbert".

**Rob Cuthbert**  
Chief Appraiser  
Property Tax Division

Enclosure

Property Tax Division, Clarksburg Regional Office  
153 W Main Street; Suite E  
Clarksburg WV 26301  
Phone (304) 627-2110  
Fax (304) 627-2112

2/1/2023

**Lewis County**  
**Tax Year 2023**  
**FINAL RATIO REPORT EVALUATION**

	NUMBER OF SALES	AGGR RATIO	OK? YES OR NO	MEDIAN	OK? YES OR NO	COD~	OK? YES OR NO	OVERALL OK? YES OR NO
RES IMP	127	91	YES	93	YES	13	YES	YES
RES VAC	18	95	YES	102	YES	8	YES	YES
COMM ALL	8	101	YES	95	YES	12	YES	YES
TOTAL LESS F&T	153	92	YES	94	YES	13	YES	YES

AGGR

RATIO

MEDIAN

COD~

RES IMP	90 - 110	YES	90 - 110	YES	15 OR LESS	YES	YES
RES VAC	90 - 110	YES	90 - 110	YES	20 OR LESS	YES	YES
COMM ALL	90 - 110	YES	90 - 110	YES	20 OR LESS	YES	YES
TOTAL LESS F&T	90 - 110	YES	90 - 110	YES	20 OR LESS	YES	YES

YES=COD & AGGR OR MED. YES  
NO=COD/NO OR MED OR AGGR NO

Note: Must have at least three (3) sales in a category to produce statistical results

**SUMMARY**

SUMMARY OF PROJECTED EXPENDITURES

(101 - 110)	PERSONAL SERVICES (SUBTOTAL PAGE 3)	<u>\$229,000</u>
(211 - 240)	CONTRACTUAL SERVICES (SUBTOTAL PAGE 4)	<u>\$71,900</u>
(341 - 353)	COMMODITIES (SUBTOTAL PAGE 5)	<u>\$15,168</u>
(459)	CAPITAL OUTLAY (SUBTOTAL PAGE 5)	<u>\$28,000</u>
(699)	CONTINGENCIES (SUBTOTAL PAGE 5)	<u>\$3,000</u>
(966 - 977)	CAPITAL PROJECTS (SUBTOTAL PAGE 6)	<u>\$0</u>
		\$347,068
GRAND TOTAL: TOTAL OF PROJECTED EXPENDITURES TO BE MADE FROM VALUATION FUND FOR THE ENSUING FISCAL YEAR 2023 - 2024		<u><u>\$347,068</u></u>

NOTE: PROJECTED REVENUES (PAGE 2) AND EXPENDITURES MUST BALANCE

APPROVED 2 %  APPROVED WITH ADJUSTMENTS \_\_\_\_\_ %

  
\_\_\_\_\_  
SIGNATURE

PROPERTY VALUATION TRAINING  
AND PROCEDURES COMMISSION

2-1-23  
\_\_\_\_\_  
DATE



**TAX YEAR 2023 ASSESSED VALUE REPORT**  
 REQUIRED FOR THE DETERMINATION OF CURRENT EDUCATION LEVIES BY THE WEST VIRGINIA LEGISLATURE

COUNTY: LEWIS - 21

TY2023 TAXABLE (NET) ASSESSED	CLASS I	CLASS II	CLASS III	CLASS IV
TY 2022 NEW REAL PROPERTY (NEW BUILDING, ADDITIONS, ETC.)		1,330,920	1,768,200	0
TOTAL REAL (NET) ASSESSMENT		364,997,110	157,248,650	44,154,890
TY 2022 NET PERSONAL PROPERTY		4,800,736	195,166,662	21,403,377
TY 2023 NET PERSONAL PROPERTY		4,936,678	202,306,296	25,422,195
TY 2023 NEW PERSONAL PROPERTY (TY 2023 MINUS TY 2022)		135,942	7,134,634	4,018,818
HOMESTEAD VALUE REAL		39,733,900		
HOMESTEAD VALUE PERSONAL		800,474		
<b>TOTAL</b>		<b>40,534,374</b>		

\*\*\*\* NOTE: BACK TAXES SHOULD NOT BE INCLUDED IN YOUR TOTALS.

\*\*\*\* NOTE: HOMESTEAD EXEMPTIONS ARE REPORTED SEPARATELY AND SHOULD NOT BE INCLUDED IN YOUR NET REAL AND PERSONAL TOTALS.

SIGNATURE \_\_\_\_\_

Mail to: Property Tax Division  
 P. O. Box 2389, Charleston WV 25328-2389  
 Attn: Christina Turley

Or Email to: christina.l.turley@wv.gov

DATE \_\_\_\_\_



January 9, 2023

Dear Community Stakeholder:

Updating the Comprehensive Plan is vital in crafting our vision for a prosperous and inclusive Weston. The Weston Planning Commission has been hard at work reviewing the existing plan. We are delighted with the accomplishments that have been achieved. However, we have much work to do to move the community forward. This momentum and success will require an effective, community-led engagement and public outreach to ensure we reach all parts of our city – individuals, businesses, and stakeholders alike.

We would like you to be included in this process as we feel it is vital to have your feedback and input on this process. The Commission would be grateful if we could set up a time to meet to discuss what you would like to see in our new comprehensive plan in addition to your feedback on what was achieved in the current plan and what was missed. We would like to know how we could better meet your needs and the impact this may have on the community.

As we move forward with the framework to complete this updated plan, we want to ensure that the project drives change in the city, represents our growth forecasts, describes land-use planning, and indicates our core principles, objectives, and goals as a community. In addition, we want this plan to provide foundational guidelines we can work to achieve as a community.

While we understand your time is limited, we hope that an in-person meeting or a conversation will benefit both parties and the community as we work to ensure that this plan is made with all points of view taken into consideration. There will be public meetings planned in the near future for you to express your ideas or concerns. Currently, there is a short, open-ended survey on the City's Facebook page. We encourage you to offer your feedback via that platform if you prefer.

I look forward to hearing from you at your earliest convenience and thank you for your sustained interest and participation in the Comprehensive Plan process. We are excited to continue collaboration and the ability to refine our plan together.

Sincerely,

Dan Vaughn, President

Weston Planning Commission

Phone: (304)269-6141



23 South University Avenue, Morgantown, WV 26508

Phone (304) 292-2568 FAX (304) 292-9836

January 23, 2023

Lewis County Commission  
Cindy Whetsell, County Administrator  
110 Center Avenue  
Weston, WV 26452

Dear Ms. Whetsell,

Software Systems, Inc. monitors the hardware and software maintenance contracts that you have with IBM on your AS/400, also called an IBM System i. These are separate from the contracts you have with us for your applications. Your 8286-41A serial number 7867B6X, which was installed in March 2018, has a hardware and software contract that is due to expire on **March 9, 2023**. The cost for a 1 year renewal is \$4,585.00. The cost for a 3 year renewal is \$13,027.99 – a savings of more than \$727.01.

Your hardware came with an initial warranty, and may have had extended maintenance as part of the original purchase. The hardware contract on your AS/400 ensures that IBM will replace any failing component. It is essential that you keep this contract up to date. The charges to have IBM perform a repair if you are not covered by a current contract, are computed on an hourly basis (plus parts), and are extremely high.

The software contract noted here is for the operating system and all the IBM licensed programs. Maintaining a current software contract provides you with support for software defects, updates for problems IBM has identified elsewhere, and also allows you to upgrade to new releases of the operating system without additional charges from IBM. In addition, when it's time to upgrade to a new AS/400, a current software contract ensures that you are entitled to "upgrade" pricing on the operating system for the new AS/400. In many cases, this translates to a zero cost for the operating system on the new AS/400. If you do not have a current software maintenance contract, you will be charged full price for the new operating system on a new AS/400. Also, once a software maintenance contract has expired, IBM will impose a "currency" charge to have the contract reinstated. This charge generally exceeds what the associated monthly amount would have been to keep the original contract in place.

Your attention to this matter is important. Please, sign, date, and return if you wish to renew your IBM Maintenance Contract. It takes some time to prepare the contract renewal and obtain the necessary signatures, so you should act on this as quickly as possible.

Software Systems wants to make every effort to maintain a productive work environment for Lewis County. The typical life cycle for an IBM AS/400 is 3-7 years. At this time, Lewis County's system has been installed for 5 years. If the system has had failures or users are experiencing slow response times or system downtime, please contact Software Systems to evaluate replacing the system.



23 South University Avenue, Morgantown, WV 26508

Phone (304) 292-2568 FAX (304) 292-9836

If you have any questions or need more information, please let us know.

Sincerely,

Samantha Alvarez  
Software Systems, Inc.  
samantha@softwaresystems.com

Please renew my Lewis County IBM Maintenance Contract for:

One Year  \$4,585.00 on 8286-41A S/N: 7867B6X

\_\_\_\_\_  
Authorized Signature                      Date

Three Years  \$13,027.99 on 8286-41A S/N: 7867B6X

\_\_\_\_\_  
Authorized Signature                      Date

\* \_\_\_\_\_  
Printed name

\* \_\_\_\_\_  
Email address

*\*IBM requires an end-user name and email address upon placing the order for your renewal.*



171 WEST SECOND STREET ♥ WESTON, WV 26452  
(304) 269-5738 ♥ FAX (304) 269-7329

E-MAIL: [LCSC.INFO@LCSENIORCENTER.ORG](mailto:LCSC.INFO@LCSENIORCENTER.ORG) ♥ WEB SITE: [WWW.LCSENIORCENTER.ORG](http://WWW.LCSENIORCENTER.ORG)

Lewis County Commissioners  
Agnes Queen, President  
Rod Wyman, Commissioner  
Robert Stewart III, Commissioner

Dear Commissioners,

On behalf of the Board of Directors of the Lewis County Senior Citizens Center, I would like to express our interest in the utilization of the current Lewis-Gilmer 911 building, once it has been vacated. The Center provides essential services to the aging and disabled population of our county. As the demand for our programs grows, so does our need for space to provide those services. Our intent would be for our in-home care department to relocate to this building to accommodate our needs for space for current personnel, client and employee records and allow the Center to hire needed additional staff. Having access to the buildings internal garage would also provide a sheltered space for the center to provide vehicle maintenance. This would be of an immense value for our transportation department and our home delivered meal vehicles, which require frequent attention.

On a monthly basis, the Center serves over 3000 meals, provides over 600 transports, and provides approximately 4000 hours of in-home care services. In addition to these essential services, the Center has gained a loyal following for our exercise and activity programs, attended by up to 40 at one time. Our center has expressed interest in becoming a Silver Sneakers facilitator, unfortunately, a requirement of the program is providing access to cardiovascular equipment. If our request is granted, we would have space to meet this requirement.

While we are delighted our wellness programs and our in-home services programs continue to grow, the Center has run out of space to facilitate further growth. As mentioned prior, our in-home care program is a massive part of our Center. Currently the department employees 82 in home care providers, 3 RNs, 1 Case manager, and 3 support staff. We intend to continue to grow our programs to meet the needs of the aged and disabled population of our community. In order to do so, more space for staff, files and materials is a necessity. Moving the department would also accommodate those seeking assistance to access the staff without having to traverse the activities taking place in the path to the current in home offices, as well as having a space to speak to staff members that is no longer overly crowded by records and equipment.

Granting Lewis County Senior Center, the ability to occupy the building would allow the center to continue to be a growing light in our community. The Center will prove to be a mindful and considerate steward of the facility. I thank you for your consideration and your continued support of Lewis County Senior Citizens Center.

A handwritten signature in blue ink, appearing to read "Christy Mills", is written over a faint, larger version of the same signature.

Christy Mills

Executive Director



PROPOSAL FORM

LEWIS COUNTY

HISTORIC COURTHOUSE ROOF REPLACEMENT

All sealed Proposals must be delivered to the following address:

Lewis County Commission  
110 Center Avenue  
Weston, WV 26452

Name of Vendor: Norm Weaver Roofing

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for the Historic Lewis County Courthouse Roof Replacement and conditions affecting the work, the undersigned proposed to provide the required materials, services, warranties and delivery of specified in the attached Proposal for the total sum not to exceed:

GRAND TOTAL \$ 144,390<sup>00</sup>

Respectfully Submitted,

Name of Firm: Norm Weaver Roofing

Address of Firm: 95 Mere Dr. Clarks Wv

Signature: Norm Weaver

Telephone Number: 304 622 0202

Signatory Title: Member

Name and Title of Vendor's Representative who will service contract:

Norm Weaver

Telephone number of Vendor's Representative: 304 844 0121

Email Address for Vendor: racershart@aol

\* Please See Extras



**WVLic.#046713**  
Replacement Window & Roofing

95 Mere Drive  
Clarksburg, WV 26301

Office: (304)622-0202  
Fax: (304)622-0202

2/8/2023

## Proposal

- \* Propose to remove 24 sq metal and dispose of all debris. Inspect and repair any wood rot. Install new sheathing and underlayment over existing sheathing. Replace existing flashing and counter flash step flashing. Install new metal to match old color 3Ft style or corrugated (screws) concealed fasteners can only be used on flat surfaces not on (1) inch corrugated 2 and 3 inch corrugated is ok.
- \* Install 39 sq. new rubber 60 mil commercial rubber membrane system over existing (1) layer with new pipe covers (includes a 20-year manufactures warranty). Remove (3) penetrations as discussed with on site engineer. Cover holes with OSB before membrane system is installed. Rubber edges are to be flashed like existing over-lapping metal on side angles and covered with 6" cover tape. Rubber on all upright walls to be fastened with termination bar. \* See add-ons.



**WVLic.#046713**  
Replacement Window & Roofing

95 Mere Drive  
CLARKSBURG, WV 26301

Office: (304)622-0202

Fax: (304)622-0202

2/8/2023

### **Proposed add-ons**

\* Add-ons to be discussed.

Proposed to original scope of work are as follows:

- (1). Crickets (important).
  
- (2). Foundation for HVAC units to be re-done with composite materials for added longevity of roof service.
  
- (3). Extend + fasten upper most downspout to outside angled edge.
  
- (4). Add-on package includes a 3 year-twice a year roof inspection. This includes any time and material needed.

Add-ons will be an additional \$9,480.00. I suggest you do this.



**STATEMENT OF VENDOR'S QUALIFICATIONS**

**Name of Vendor:** Norm Weaver Roofing

**Please Provide Three References:**

**REFERENCE 1**

**Name:** William Bonnett (Bill)

**Organization:** \_\_\_\_\_

**Title:** Owner

**Affiliation:** Our Company put on New Metal Roof.

**Phone Number:** 304-269-3143

**Email Address:** bbillbon@aol.com

**REFERENCE 2**

**Name:** Roy Ashcraft

**Organization:** The Exponent Telegram

**Title:** Supervisor

**Affiliation:** Our Company put on New Rubber Roof.

**Phone Number:** 304-641-0825

**Email Address:** rashcraft@wvnews.com

**REFERENCE 3**

**Name:** Becky and Bob Steptoe

**Organization:** Steptoe Law

**Title:** Owner

**Affiliation:** Our Company put on New Shingle Roof.

**Phone Number:** 304-677-3078

**Email Address:** \_\_\_\_\_

**STATEMENT OF VENDOR'S QUALIFICATIONS**

**Name of Vendor:** Norm Weaver Roofing

**Please Provide Three References:**

**REFERENCE 1**

**Name:** Jamie O'Brien

**Organization:** Steptoe and Johnson

**Title:** Individual

**Affiliation:** Our Company put on New Shingle Roof

**Phone Number:** 304-933-8181

**Email Address:** William O'brien@steptoe-johnson.com

**REFERENCE 2**

**Name:** Dale Hawkins

**Organization:** Fish Hawk Acres

**Title:** Owner

**Affiliation:** Our company is doing rubber repairs to both buildings.

**Phone Number:** 304-473-7890

**Email Address:** fishhawkacres@gmail.com

**REFERENCE 3**

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Affiliation:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_