

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
Agnes Queen, Commissioner
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
AMENDED MEETING AGENDA
Tuesday, June 4, 2024**

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*)

APPOINTMENTS

- 3. 10:45 AM** **Executive Session:** West Virginia Code §6-9A-4: Litigation

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The May 29, 2024 Upshur County Commission Special Meeting agenda is presented for review. The meeting scheduled for May 30, 2024 has been canceled. The next meeting is scheduled for June 6, 2024. (*information only*)
- 5. Jane Lew Public Service District:** The Jane Lew Public Service District agenda for the meeting held May 15, 2024 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: Lewis County Economic Development Authority meeting, Weston Farmers Market, Lewis County High School Graduation, Memorial Day Parade, Stonewall Resort fireworks display, Ireland Community meeting, National Association of Counties, Hubcap meeting, Chamber of Commerce Business After Hours, WV Association of Counties Spring Board Meeting, Building Commission, etc.

BUSINESS

7. **Safe Sites and Structures Committee:** A Citation for the property located at 2681 Sassafras Road, Weston, WV 26452 is presented for review and determination of action. *(action required)*
8. **Safe Sites and Structures Committee:** A Citation for the property located at 5595 US Highway 19 North, Jane Lew WV 26378 is presented for review and determination of action. *(action required)*
9. **Safe Sites and Structures Committee:** A Citation for the property located at 5343 US Highway 19 North, Jane Lew, WV 26378 is presented for review and determination of action. *(action required)*
10. **Lewis County Ambulance Authority Membership Appointment:** James Taylor, Director of the Lewis County EMS, requests John Carroll be appointed to fill a vacant unexpired term for Reggie Hawver. If approved the term of office will expire December 31, 2024. *(action required)*
11. **Lewis -Gilmer E-911 Center Change Order Number 8:** Danhill Construction Company submits a change order for the generator enclosure. *(action required)*
12. **Lewis-Gilmer E-911 Center Change Order Number 9:** Danhill Construction Company submits a change order for the fire alarm annunciator panel. *(action required)*
13. **Lewis -Gilmer E-911 Center Change Order Number 10:** Danhill Construction Company submits a change order for the duct work and handrail installation. *(action required)*
14. **Lewis -Gilmer E-911 Request to Hire:** Director, James Gum, requests advice and consent per West Virginia Code §7-7-7 to hire Laura Wilson and Shelby Sprouse as Telecommunicators. If approved the start date will be June 16, 2024. *(action required)*
15. **Lewis County Administrator, Tina Helmick, Request to Hire Employee:** Tina Helmick requests advice and consent per West Virginia Code §7-7-7 to hire Raymond Bowman as the Lewis County Animal Control Officer. If approved Mr. Bowman's start date will be June 7, 2024. *(action required)*
16. **Acceptance of No-Match American Association of Retired Persons, (AARP) Community Project Capacity-Building Microgrants:** Victoria Stansberry, Blueprint Community Project Coordinator, submits the AARP Microgrant for approval. The microgrant would provide funds to complete a walk audit along the intersection of West Second and North and South River Avenue. The grant amount is \$2,500.00 plus additional resources, such as webinars, cohort learning opportunities, up to two hours of one-on-one coaching with leading national organizations and AARP publications. This Blueprint project will run from June 2024 to December 2024. Submission of this grant was approved during the March 5, 2024 Commission meeting. *(action required)*
17. **Brownfield Grant Civil & Environmental Consultants, Inc. (CEC) Change Order:** The purpose of the geotechnical engineering services is to perform an additional subsurface investigation. The total estimated geotechnical engineering cost is \$94,295.00. *(action required)*
18. **Splash Pad Bid Opening and Potential Award:** Commission will open the sealed bid and consider the bid for the splash pad for Lewis County Park. *(action required)*
19. **Fred Hess, CPA Contract Agreement:** The contract agreement with Mr. Hess outlining specific job duties and responsibilities for preparation of the Lewis County financial proposal is presented for consideration. The cost for this service is \$8,000.00. *(action required)*
20. **Consideration of Advertisement of Code Enforcement Officer:** The Commission will consider advertisement of the position of County Code Enforcement Officer. *(action required)*
21. **Lewis County Park Director Request to Hire:** Director, Josh Hinchman, requests to hire the following seasonal employees:
 - Elexus Heckert at \$10.25 an hour as a Lifeguard working up to 40 hours a week starting June 5, 2024.
 - Brianna Cermak as a Lifeguard working up to 40 hours a week at \$10.00 an hour starting June

5, 2024. Layla McCormick and Addison Brown as Concession/Pool Aide working up to 40 hours a week at \$9.00 an hour starting June 5, 2024. Melissa Taylor as Concession/Pool Aide at \$9.25 an hour working up to 40 hours a week starting June 5, 2024. *(action required)*

22. Lewis County Health Department Request for Funding: The Lewis County Health Department submits a letter of request for funding in the amount of \$30,000.00 for consideration. *(action required)*

23. Time Sheets, Leave Requests: Barbara Winans Annual Leave, James Gum Annual Leave *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

24. 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)*

25. 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)*

26. 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)*

27. 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:

28. 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 Special Meeting Agenda

Location of Meeting: Upshur County Administrative Annex
Located at: 91 W. Main Street, Suite 101, Buckhannon, WV 26201
If you prefer to participate by telephone, please dial 1-872-240-3412 Access
Code: 614 149 301 to enter the conference call

Date of Meeting: Wednesday, May 29, 2024

9:30 a.m. Moment of Silent Meditation --- Pledge of Allegiance

9:35 a.m. Certification of remaining 2024 Primary Election Results. *

Items for Discussion / Action / Approval:

1. Consider trading in the 2017 Ford Escape (VIN 3583), utilized by the Sheriff's Department, for a value to be applied towards the purchase of a sport utility vehicle. *
2. Approval of Requests for Bids and Minimum Vehicle Specifications for one sport utility vehicle for the Upshur County Sheriff's Department. Sealed proposals must be received no later than 4:00 p.m. on June 26, 2024 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 27, 2024. *
3. 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.

Next Regular Meeting of the Upshur County Commission
June 6, 2024 --- 9:00 a.m.

Upshur County Courthouse Annex

****The Commission Meeting scheduled for May 30, 2024 has been CANCELLED*****

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Special Meeting

May 15, 2024 4:00 PM

~~ Minutes of Special Meeting ~~

PRESENT: Nancy Gee (Chairman); Bradley Foster (Board); Stephanie Snow-McKisic (General Manager)

ABSENT: Oscar Mills (Secretary)

GUESTS:

- I. Call to Order (Gee) The meeting was called to order at 4:06 p.m. at the JLPSD Office (70 Park Avenue) by Chairman Gee.

- II. The sole purpose of the meeting is to review, discuss, and approve the **2024-2025 Budget**.

MOTION: Payroll Budget- Hourly Employees and General Manager (Gee/Foster) Motion to Approve Water Division Payroll [**Carried Unanimously**]

MOTION: Payroll Budget- Hourly Employees and General Manager (Foster/Gee) Motion to Approve Sewer Division Payroll [**Carried Unanimously**]

MOTION: Entire Budget as presented (Gee/Foster) Motion to Approve Water Division Budget [**Carried Unanimously**]

MOTION: Entire Budget as presented (Gee/Foster) Motion to Approve Sewer Division Budget [**Carried Unanimously**]

- III. Adjournment (Gee) The Special Meeting was adjourned by Chairman Gee at 4:38 p.m.

Nancy Gee, Chairman

Bradley Foster (Board)

E-Copies of Unapproved Minutes Sent to:

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

BEFORE THE LEWIS COUNTY COMMISSION

IN RE: CITATION #3 OF SAFE STRUCTURES ENFORCEMENT AGENCY WV Code 7-1-3ff (f) (1); COMPLAINT #3

On a former day came Gary Foster, the designated technically qualified county employee, and issued a citation, at the direction of said enforcement agency, which, after first investigating and determining that the following described property, being Parcel 17.2, Tax Map 4G, situate in the unincorporated portion of Courthouse District, Lewis County, West Virginia, being described in a deed to Harris Rental & Lawn Care, LLC, of 770 Camden Avenue, Weston, (Genevieve Waggy being the current owner of said property, subject to the claim of the West Virginia State Auditor for unpaid real property taxes for 2022 and 2023) said deed recorded in Deed Book 583, at page 120, which describes said property by metes and bounds, said property address of 2681 Sassafras Road, Weston, WV, 26452, said property contains 5 camping trailers, as structure (14 x 70, dwelling) 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, and the dwelling should be repaired said property being described above, and which said property has received a scoring of 75. The Lewis County Commission thereafter issued a Complaint based upon said citation, and, there having been no request for a hearing by said owner, pursuant to WV Code 7-1-3ff (f) (3), it is according ORDERED that, as an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare, and the same should be vacated, removed, cleaned and demolished, and the dwelling upon said property should be repaired upon said property being described above, to render the same safe for human habitation. The demolition, repair and refuse removal shall occur within ___ days of the date of this Order.

Robert Stewart, III, President

Dated: June ___, 2024

STATE OF WEST VIRGINIA,
COUNTY OF LEWIS, to wit:

I, Cynthia S. Rowan, Clerk of the Lewis County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections filed thereto.

Given under my hand this _____ day of June, 2024.

Cynthia S. Rowan
Clerk of the Lewis County Commission

BEFORE THE LEWIS COUNTY COMMISSION

IN RE: CITATION #5 OF SAFE STRUCTURES ENFORCEMENT AGENCY WV Code 7-1-3ff (f) (1); COMPLAINT #5

On a former day came Gary Foster, the designated technically qualified county employee, and issued a citation, at the direction of said enforcement agency, which, after first investigating and determining that the following described property, being Parcel 55, Tax Map 8D, situate in the unincorporated portion of Hackers Creek District, Lewis County, West Virginia, being described in a deed to Sunshine State Investment Group, LLC, with a mailing address of P. O. Box 354, Williamstown, WV, 26187, said deed dated November 7, 2022, recorded in Deed Book 793, at page 402, which describes said property as containing .66 acres, Stanley Run, and by metes and bounds, said property address of 5595 U S HWY 19, Jane Lew, WV, 26378, 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 95. The Lewis County Commission thereafter issued a Complaint based upon said citation, and, there having been no request for a hearing by said owner, pursuant to WV Code 7-1-3ff (f) (3), it is according ORDERED that, as an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare, and the same should be vacated, removed, cleaned and demolished, and the dwelling upon said property should be demolished upon said property being described above, as the same is not safe for human habitation. The demolition and refuse removal shall occur within ___ days of the date of this Order.

Robert Stewart, III, President

Dated: June ___, 2024

STATE OF WEST VIRGINIA,
COUNTY OF LEWIS, to wit:

I, Cynthia S. Rowan, Clerk of the Lewis County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections filed thereto.

Given under my hand this _____ day of June, 2024.

Cynthia S. Rowan
Clerk of the Lewis County Commission

BEFORE THE LEWIS COUNTY COMMISSION

IN RE: CITATION #6 OF SAFE STRUCTURES ENFORCEMENT AGENCY WV Code 7-1-3ff (f) (1); COMPLAINT #6

On a former day came Gary Foster, the designated technically qualified county employee, and issued a citation, at the direction of said enforcement agency, which, after first investigating and determining that the following described property, being Parcel 53, Tax Map 8D, situate in the unincorporated portion of Hackers Creek District, Lewis County, West Virginia, being described in a deed to Robert E. Byrd, said deed dated October 6, 2017, recorded in Deed Book 724, at page 109, which describes said property as Lot 1, West Run, and by metes and bounds, said property address of 5343 U S HWY 19, Jane Lew, WV, 26378, 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 103. The Lewis County Commission thereafter issued a Complaint based upon said citation, and, there having been no request for a hearing by said owner, pursuant to WV Code 7-1-3ff (f) (3), it is according ORDERED that, as an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare, and the same should be vacated, removed, cleaned and demolished, and the dwelling upon said property should be demolished upon said property being described above, as the same is not safe for human habitation. The demolition and refuse removal shall occur within ___ days of the date of this Order.

Robert Stewart, III, President

Dated: June ___, 2024

STATE OF WEST VIRGINIA,
COUNTY OF LEWIS, to wit:

I, Cynthia S. Rowan, Clerk of the Lewis County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections filed thereto.

Given under my hand this _____ day of June, 2024.

Cynthia S. Rowan
Clerk of the Lewis County Commission



Lewis County Emergency Ambulance Service Authority

155 West Second Street • P. O. Box 228 • Weston, West Virginia 26452

Emergency Phone: Dial 911

Office Phone: (304) 269-8207

James C. Taylor
Lewis County EMS
PO Box 228
155 West 2nd ST
Weston WV 26452

May 20, 2024

Lewis County Commission
110 Center Ave, 2nd Floor
Weston, WV 26452

Dear Sirs and Madam:

After the resignation of Reggie Hawver, the Ambulance Authority would like to nominate Mr. John Carroll for the vacated seat on the Ambulance Authority. The current members of the Authority voted and approved the nomination of John Carroll. It is their recommendation and mine that he becomes a member. I would like the Lewis County Commission formal approval of Mr. John Carroll as an Ambulance Authority Board Member.

Thank you,

James C. Taylor
Director
Lewis County EMS

Danhill Construction Company

Client: LG 911 - Generator Vehicle Access
Property: 476 US Route 19 North
Weston, WV

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: 3/21/2024

Date Assigned:

Price List: WVBL8X_MAR24

Labor Efficiency: Restoration/Service/Remodel

Estimate: 2024-03-21-0926

Danhill Construction Company

2024-03-21-0926

General Requirements (DHC)*

CAT	SEL	ACT DESCRIPTION					
	CALC	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. FEE	TIPF	+ Additional Bonds					
	0.02	0.02 EA [*]	0.00+	8,170.40 =	0.00	24.51	187.92
2. FEE	TIPF	+ Additional Insurance					
	0.01	0.01 EA [*]	0.00+	8,170.40 =	0.00	12.26	93.96
Totals: General Requirements (DHC)*					0.00	36.77	281.88

Supervision/Coordination (DHC)*

CAT	SEL	ACT DESCRIPTION					
	CALC	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
3. LAB	SUPERC	I Commercial Supervision / Project Management - per hour					
	10	10.00 IIR	0.00+	74.39 =	0.00	111.59	855.49
Totals: Supervision/Coordination (DHC)*					0.00	111.59	855.49

Existing Concrete Sidewalk - Thickened (DHC)*

CAT	SEL	ACT DESCRIPTION					
	CALC	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
4. CNC	SLCY	M Material Only Existing Concrete - Thickened - Concrete slab on grade - finished in place (Material)					
	8	8.00 CY	0.00+	209.53 =	0.00	251.43	1,927.67
Totals: Existing Concrete Sidewalk - Thickened (DHC)*					0.00	251.43	1,927.67

Additional Concrete Sidewalk/Vehicle Access (DHC)*

CAT	SEL	ACT DESCRIPTION					
	CALC	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL

Danhill Construction Company

CONTINUED - Additional Concrete Sidewalk/Vehicle Access (DHC)*

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
5. EXC	GRAV+	M Material Only Additional Concrete - Gravel under slab - in place (Material)					
	12	12.00 TN	0.00+	36.84 =	0.00	66.31	508.39
6. EXC	GRAV+	I Install Additional Concrete - Gravel under slab - in place (Installation)					
	12	12.00 TN	0.00+	8.01 =	0.00	14.42	110.54
7. CNC	SLREM	M Material Only Additional Concrete - Concrete slab reinforcement - 6" x 6", #10 wire mesh (Material)					
	330*1.15	379.50 SF [*]	0.00+	0.32 =	0.00	18.21	139.65
8. CNC	SLREM	I Install Additional Concrete - Concrete slab reinforcement - 6" x 6", #10 wire mesh (Installation)					
	330*1.15	379.50 SF	0.00+	0.33 =	0.00	18.78	144.02
9. CNC	SLCY	M Material Only Additional Concrete - Concrete slab on grade - finished in place (Material)					
	8	8.00 CY	0.00+	209.53 =	0.00	251.43	1,927.67
10. CNC	SLCY	I Install Additional Concrete - Concrete slab on grade - finished in place (Installation)					
	8	8.00 CY	0.00+	196.92 =	0.00	236.31	1,811.67
11. CNC	CS	M Material Only Additional Concrete - Concrete sealer - brush or spray applied (Material)					
	331	331.00 SF	0.00+	0.77 =	0.00	38.23	293.10
12. CNC	CS	I Install Additional Concrete - Concrete sealer - brush or spray applied (Installation)					
	331	331.00 SF	0.00+	0.25 =	0.00	12.42	95.17

Totals: Additional Concrete Sidewalk/Vehicle Access (DHC)* **0.00** **656.11** **5,030.21**

Labor Minimums Applied

CAT	SEL CALC	ACT DESCRIPTION QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
13. EQU	MN-A	+ Heavy equipment labor minimum					
	1	1.00 EA	0.00+	103.53 =	0.00	15.53	119.06

Totals: Labor Minimums Applied **0.00** **15.53** **119.06**

Line Item Totals: 2024-03-21-0926 **0.00** **1,071.43** **8,214.31**

Danhill Construction Company

Summary

Line Item Total	7,142.88
Overhead	714.28
Profit	357.15
Replacement Cost Value	\$8,214.31
Net Claim	\$8,214.31

Justin Dozier 3-21-2024
Justin Dozier

Danhill Construction Company

Client: LG 911 - Change Order Proposal #09 - Additional
Fire Alarm Annunciator Panel
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: 5/15/2024

Date Assigned:

Price List: WVFA8X_MAY24

Labor Efficiency: Restoration/Service/Remodel

Estimate: 2024-05-15-1010

Danhill Construction Company

2024-05-15-1010

General Requirements (DHC)*

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
1. FEE	TIPF	+ Additional Bonds (2%)				
	0.02	0.02 EA [*]	0.00+	2,959.03 =	0.00	59.18
2. FEE	TIPF	+ General Contractor's Liability Insurance				
	0.01	0.01 EA [*]	0.00+	2,959.03 =	0.00	29.59
Totals: General Requirements (DHC)*					0.00	88.77

Project Management (DHC)*

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
3. LAB	ADMIN	+ Project Management & Coordination				
	2	2.00 HR [*]	0.00+	70.00 =	0.00	140.00
4. FEE	TIPF	+ General Contractor's Overhead & Profit (15%)				
	0.15	0.15 EA [*]	0.00+	140.00 =	0.00	21.00
Totals: Project Management (DHC)*					0.00	161.00

Supervision (DHC)*

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
5. LAB	SUPERC	I On-Site Supervision & Coordination				
	2	2.00 HR	0.00+	72.28 =	0.00	144.56
6. FEE	TIPF	+ General Contractor's Overhead & Profit (15%)				
	0.15	0.15 EA [*]	0.00+	144.56 =	0.00	21.68
Totals: Supervision (DHC)*					0.00	166.24

Electrical - Fire Alarm (Rogers Electric)*

Danhill Construction Company

CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY					
7. ELE	AGP		+ Additional Fire Alarm Annunciator (Rogers Electric)				
	1	1.00 EA	[*]	0.00+	2,314.18 =	0.00	2,314.18
8. FEE	TIPF		+ General Contractor's Overhead & Profit (10%)				
	0.10	0.10 EA	[*]	0.00+	2,314.18 =	0.00	231.42
Totals: Electrical - Fire Alarm (Rogers Electric)*						0.00	2,545.60
Line Item Totals: 2024-05-15-1010						0.00	2,961.61

Danhill Construction Company

Summary

Line Item Total	2,961.61
Replacement Cost Value	<u>\$2,961.61</u>
Net Claim	<u>\$2,961.61</u>

Justin Dozier 5-15-2024
Justin Dozier



ROGERS
COMMERCIAL DIVISION

WV049346

April 25, 2024

PCO #3/Additional Fire Alarm Annunciator

Project: Lewis-Gilmer 911 Center
Architect: Silling Architects
General Contractor: Danhill Construction Company

Rogers Electrical Contracting Company has received the review letter for the Lewis-Gilmer 911 Center from the State Fire Marshal Office in Charleston. Review indicates a fire alarm annunciator must be added for fire alarm monitoring capabilities in the operations room.

Proposed Change Order #3: \$2,314.18

Proposed Change Order includes:

- Supply/Install Additional Fire Alarm Annunciator in Operations Room
- Modifications to Fire Alarm Drawings
- Re-Submission to State Fire Marshall
- Programming, Conduit, Fasteners, Cabling, etc. to assure complete working system

Fire Marshal Review Letter Attached.

Jason Tomaro
Project Manager
O: 304-367-2985
C: 304-207-3000
jtomaro@r-ecci.com

Rogers Electrical Contracting Company, Inc.
Phone 304-363-5752

246 Business Park Drive, Fairmont, WV 26554
R-ECCI.COM



Department of Homeland Security

Cabinet Secretary Mark Sorsaia
State Fire Marshal Kenneth E. Tyree, Jr

Phone (304) 558-2191

Fax (304) 558-2537

OFFICE OF THE STATE FIRE MARSHAL

1700 MacCorkle Ave. S.E. 4th Floor
Charleston, WV 25314
www.firemarshal.wv.gov

Date: 01-19-24

Date Received: 12-18-23

Date Reviewed: 01-19-24

Electronic Specialty Company
1325 Dunbar Avenue
Dunbar, WV 25064

Document No: PR30773

Phone Number: 304-766-6277

Re: Project Name: Lewis Co. 911 Call Center
County: Lewis / Address: 479 US Highway 19 N, Weston, WV 26452
Fire Alarm/Occupancy: Business

(Panel): EST IO1000G (Battery): (2) 12V 10Ah

Dear Maria Marcinko,

The plans for the referenced project have been received and reviewed as submitted. This review relates to State Fire Code requirements only. It does not address Building Code or ADA requirements. *This review procedure is NOT AN APPROVAL and does not relieve the owner, architect, or engineer of responsibility. Project approval is only given after the Final Inspection for Occupancy.

The above referenced project has been reviewed as submitted, and the following comments apply:

1. This project's plan(s) submittal intent shall be to meet the WV State Fire Code and other applicable codes and standards (i.e., NFPA 101, NFPA, 72 Underwriters Laboratory (UL), etc.
2. Per NFPA 1221 – 2019-Edition – Section 4.5.2.1: The alarm system shall be monitored in the operations room. This is not indicated on the plans provided for review. Please resubmit showing the change.
3. Any Revisions to the project after the issuance of this letter are to be submitted to the office of the WV State Fire Marshal immediately.
4. Notify the Inspection Division at (304) 558-2191 ext. 20755 no later than two weeks after the start of the project for initial construction inspection.
5. Two weeks prior to completion of the project, please notify the Inspection Division at ext. 20755.
6. All review fees must be paid before final inspection.
7. The review fee for this project is \$50.00

Review fee includes all construction inspections, final inspections, and the occupancy permit.

All electrical work must be supervised by West Virginia Licensed Electricians.

*The Authority Having Jurisdiction (AHJ), and other individuals charged by the AHJ, charged with the enforcement of this Code or any other official duties, acting in good faith and without malice in the discharge of their duties, shall not thereby be rendered personally liable for any damage that could accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of their duties. The AHJ, acting in good faith and without malice in the discharge of the organizations' public duty, shall not thereby be rendered liable for any damage that could accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of such duties. Any suit brought against the AHJ, or such individuals because of such act or omission performed in the enforcement of any provision of such codes or other pertinent laws or ordinances implemented through the enforcement of this Code or enforced by the code enforcement agency shall be defended by this jurisdiction until final termination of such proceedings, and any judgment resulting therefrom shall be assumed by this jurisdiction. This Code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or its parent jurisdiction be held as assuming any such liability by reason of the inspections authorized by this Code or any permits or certificates issued under this Code. (See NFPA 1, Section 1.9)

Should you have any further questions about this or other projects that would be serviced by this office, contact me at 304-558-2191.

Yours for better fire protection,

Richard E. Hacker

Richard E. Hacker

Plans Review

REH/mi

Cc: File, Inspection, Owner

Danhill Construction Company

Client: LG911 - Change Order Proposal #10 - Raise Duct &
Add Handrail
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: 5/15/2024

Date Assigned:

Price List: WVFA8X_MAY24

Labor Efficiency: Restoration/Service/Remodel

Estimate: 2024-05-15-1023

Danhill Construction Company

2024-05-15-1023

General Requirements (DHC)*

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
1. FEE	TIPF	+ Additional Bonds (2%)				
	0.02	0.02 EA [*]	0.00+	8,975.13 =	0.00	179.50
2. FEE	TIPF	+ General Contractor's Liability Insurance (1%)				
	0.01	0.01 EA [*]	0.00+	8,975.13 =	0.00	89.75
Totals: General Requirements (DHC)*					0.00	269.25

Project Management (DHC)*

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
3. LAB	ADMIN	+ Project Management & Coordination				
	5	5.00 HR [*]	0.00+	70.00 =	0.00	350.00
4. FEE	TIPF	+ General Contractor's Overhead & Profit (15%)				
	0.15	0.15 EA [*]	0.00+	350.00 =	0.00	52.50
Totals: Project Management (DHC)*					0.00	402.50

Supervision (DHC)*

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY				
5. LAB	SUPER	1 On-Site Supervision & Coordination				
	10	10.00 HR	0.00+	72.28 =	0.00	722.80
6. FEE	TIPF	+ General Contractor's Overhead & Profit (15%)				
	0.15	0.15 EA [*]	0.00+	722.80 =	0.00	108.42
Totals: Supervision (DHC)*					0.00	831.22

HVAC (Air Systems)*

Danhill Construction Company

CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	TOTAL
	CALC	QTY					
7. HVC	AGP		+ Raise Duct and Add Handrail per RFI Response (Air Systems Sheet Metal Co., Inc.)				
	1	1.00 EA	[*]	0.00+	6,800.00 =	0.00	6,800.00
8. FEE	TIPF		+ General Contractor's Overhead & Profit (10%)				
	0.10	0.10 EA	[*]	0.00+	6,800.00 =	0.00	680.00
Totals: HVAC (Air Systems)*						0.00	7,480.00
Line Item Totals: 2024-05-15-1023						0.00	8,982.97

Danhill Construction Company

Summary

Line Item Total	8,982.97
Replacement Cost Value	<u>\$8,982.97</u>
Net Claim	<u><u>\$8,982.97</u></u>

Justin Dozier 5-15-2024
Justin Dozier



Sheet Metal Co., Inc.
Contractors & Engineers
Cont. Lic. # WV009783

303 North Ohio Avenue, Clarksburg WV 26301, Phone: 304-326-0072

CHANGE ORDER #2

May 9, 2024

Danhill Construction Co.
Gauley Bridge WV 25085

Reference: Lewis County 911-Raise Duct and Add Handrail

Atten: Justin Dozier

We are pleased to submit the following proposal for consideration. Proposal based on the following scope of work.

- Raise duct and Insulate to allow for maintenance access to RTU's-#1
- Provide and install grating and handrail for RTU-#3

We Quote \$6,800.00

Brian McDonald

Terms and Conditions

Subject to any provision to the contrary in the Contract or Quote, payment shall be received on or before 60 days from the date of Air Systems Sheet Metal Company's invoice to the Customer, which shall be issued promptly on or after completion of specified work.

Late payment shall incur interest at the rate of 1.5% per annum calculated daily. This shall be payable on any monies outstanding under the Contract or Quote from the date payment was due until the date payment is received by Air Systems Sheet Metal Company, but without prejudice to Air Systems Sheet Metal Company's other rights or remedies in respect of the Customer's default in failing to make payment on the due date.



Lewis - Gilmer E-911

James W. Gum, Director

TTY -- Phone: (304) 269-8243 • Fax: (304) 269-8203 • Email: LCE911@LCE-911.com

201 Orchard Street • Weston, WV 26452

To: Lewis County Commission

From: James W. Gum

Ref: Request to Hire

I am requesting permission to hire 2 employee's, they have passed testing, interviews, and background checks. If hired their first day of Employment would June 16, 2024. They are listed below.

Laura Wilson

Shelby Sprouse

Thank you

James W. Gum, Director



AUTHORIZATION FOR ADDITIONAL SERVICES

Client Name: County of Lewis, WV **Contact:** County of Lewis, WV
Address: Lewis County Commission 110 Center Avenue **Client Phone:** (304) 269-2416
Weston, WV 26452 **Client Fax:** _____
Date: 5-23-24 **Client Email:** _____
Request No.: 1 **CEC Project Manager:** Larry Carder
CEC Project: 328-161 **Task:** 3.16
Project Name: Lewis County Commission-Brownfield Grant
Location: Weston, WV

Proposed Scope of Services: The purpose of our geotechnical engineering services is to perform an additional subsurface investigation at the site to develop opinions on the soil, and groundwater conditions, and present conclusions and recommendations for site earthwork based on the Market Study conceptual drawing developed by CEC. CEC proposes the following scope of services to achieve the above-stated purpose:

Engineering and Research: CEC will plan, coordinate, and execute the office and fieldwork required to perform the subsurface investigations. A site-specific Health and Safety Plan (HASP) will be generated for the safety of CEC representatives and subcontractors working at the site.

Locate Test Borings and Site Reconnaissance: CEC field located the test borings with a handheld global positioning system (GPS) during the client meeting held onsite May 14, 2024. Additional borings suggested by the client will be staked the day of the drilling operations. These include test borings B-12, B-21, B-22, B-23, B-24, and B-25. A dozer is proposed for access to the majority of the test boring locations.

Test Drilling: CEC will subcontract with a local drilling contractor to perform an additional seventeen (17) test borings. The test borings are proposed at the project site with depths up to 120 feet below the existing ground surface. CEC is unable to drill a test boring downslope of Test Boring B-8 to evaluate the mine spoil fill bench due to access restriction based on discussions with the client. The drilling contractor will drill the test borings to planned depths or split-spoon refusal on bedrock. Depth to bedrock could exceed 40 feet in areas of mine spoil. Soils will be sampled with a split-spoon sampler using the Standard Penetration Test (SPT) in accordance with ASTM D1586. Rock coring will be performed at selected boring locations after refusal. The following test boring schedule presents the boring program discussed with the commission during the May 14th onsite meeting.

**AUTHORIZATION FOR ADDITIONAL SERVICES**

Test Boring	Soil Drilling (ft.)	Rock Coring (ft.)	Total Drilling (ft.)
B-9	40	--	40
B-10	35	10	45
B-11	30	10	40
B-12	20	100	120
B-13	20	55	75
B-14	20	20	40
B-15	20	--	20
B-16	20	--	20
B-17	20	--	20
B-18	20	--	20
B-19	30	--	30
B-20	20	--	20
B-21	40	--	40
B-22	30	--	30
B-23	40	--	40
B-24	20	--	20
B-25	20	--	20
Total	445	195	640

Monitor Drilling and Log Samples: CEC will provide a qualified representative to monitor the test drilling, observe the materials encountered, prepare field logs, and make modifications to the drilling program, if necessary. CEC's representative will obtain water levels during soil sampling, after soil sampling, and after 24 hours when possible. Computer-generated field logs of the test borings will be included in our report.

Laboratory Testing: CEC will perform geotechnical laboratory testing on select samples obtained during the test drilling. Laboratory testing will likely include Atterberg Limits (plasticity), grain size analysis, moisture content, total sulfur, paste Ph, chloride, and sulfate testing. CEC will obtain bulk samples from proposed cut elevations for standard Proctor and direct shear testing.

Analysis: CEC will review the results of the test drilling and laboratory testing and perform geotechnical analyses to develop conclusions on the site subsurface soil and groundwater conditions. CEC will also develop site preparation, earthwork, and geotechnical construction recommendations. It should be noted that CEC cannot provide stability analyses on existing mine spoil fill that extends onto adjacent properties where subsurface investigations cannot currently be performed.

Report: CEC will prepare a geotechnical letter report describing the subsurface conditions encountered and presenting the conclusions and recommendations in accordance with the purpose. The report will include test-boring logs, a test boring location plan, and the results of the laboratory testing.

Estimated Fees And Terms: The estimated fees are summarized below. These fees are based on our current understanding of the anticipated work effort. Please note that the scope and budget may require adjustment as the design progresses. The Schedule of Terms and Conditions provided in our original geotechnical proposal, dated December 14, 2023, are applicable to this change order.



AUTHORIZATION FOR ADDITIONAL SERVICES

Drilling: This drilling estimate is based on the drilling of 445 linear feet of soil, 195 feet of rock coring, and the following assumptions:

1. County Commission of Lewis County will provide contact information and right-of-entry through private property for the field operations;
2. The test drilling can be completed in eight (8) to nine (9) days;
3. The test borings will be backfilled with soil cuttings;
4. Excavations required for drill rig access to test borings will be seeded and mulched;
5. A track-mounted drill rig will be used, and
6. A dozer is planned to access the proposed borings.

The estimated costs provided below are based on the assumptions indicated herein. CEC will notify County Commission of Lewis County immediately in the event subsurface conditions require additional scope/costs. Additional scope items will only proceed with authorization from County Commission of Lewis County.

Drilling: The drilling costs are based on the drilling program and assumptions identified in the scope of services. Scope and cost adjustments may be required if subsurface conditions differ from those anticipated. The costs for drilling are presented below:

Drill Rig and Dozer Mobilization	\$5,100
Soil Drilling [445 feet @ \$28/ft.].....	\$12,460
NQ2 Rock Coring [195 feet @ \$41/ft.]	\$7,995
Water hauling/handling [6 days @ \$400/day]	\$2,400
Per Diem for Crew [9 days @ \$400/day]	\$3,600
Dozer Day Rate [9 day @ \$2,240/day]	\$20,160
Reclamation Lump Sum	\$3,360
Stand-By or Delays Caused by Others (\$340/hour)	---
Total Estimated Drilling Costs.....	\$55,075

Laboratory Testing: The anticipated laboratory tests are as follows. The actual laboratory testing will be dependent on the subsurface conditions encountered to obtain the information required to complete the geotechnical report:

Sieve Analysis [ten (10) tests at \$84/test].....	\$840
Standard Proctor [two (2) tests at \$168/test].....	\$336
Direct Shear [one (1) test at \$504/test]	\$504
Moisture Content [ten (10) tests at \$12/test].....	\$120
Atterberg Limit [ten (10) tests at \$84/test]	\$840
Total Sulfur [fifteen (15) tests at \$28/test].....	\$420
Ph [ten (10) tests at \$12/test]	\$120
Chloride [ten (10) tests at \$28/test].....	\$280
Sulfate [ten (10) tests at \$26/test]	\$260
Total Estimated Laboratory Costs	\$3,720



AUTHORIZATION FOR ADDITIONAL SERVICES

Engineering: The geotechnical engineering costs are summarized as follows:

Safety Plan, Drilling/Laboratory Coordination, TOSF	\$2,000
Monitoring of Drilling and Logs/Site Meeting	\$20,000
Geotechnical Figures, Analyses, and Report	\$9,500
Project Management	\$4,000
Total Geotechnical Engineering Costs.....	<u>\$35,500</u>

Total Estimated Geotechnical Engineering Costs.....\$94,295

Reason(s) for Additional Services and Impacts to Schedule:

As the project is in early design phases, final design grades or proposed structure locations or loading were not available during the preliminary site exploration. A Market Concept Study Plan, developed by CEC in March 2024, was utilized to plan the additional subsurface exploration. A Preliminary Geotechnical Report, which provided a general site overview, was provided to the client on April 8, 2024. The services discussed herein will expand upon the data previously obtained and provided in the preliminary report.

CEC is available to begin work on this project immediately. Currently, the drilling contractor’s schedule requires approximately one (1) to two (2) weeks to mobilize. While waiting to mobilize the drill rig, CEC will coordinate a West Virginia 811 utility location notice. Two (2) working days are required for the 811 request to clear the staked test boring locations prior to drilling. The drilling of the boreholes will take approximately eight (8) to nine (9) days to complete. The geotechnical laboratory testing program will require approximately two (2) weeks to complete after completion of drilling, and the report can be completed within two (2) weeks of receipt of the laboratory test results. CEC can work with you to provide results and information if required to meet a compressed schedule.

CEC Principal Signature: L. Jane Hicks Digitaly signed by L. Jane Hicks
DN: C=US, E=Ljhicks@cecinc.com, O=CEC,
OU=Senior Project Manager, CN=L. Jane Hicks
Reason: I am the author of this document
Date: 2024.05.23 09:57:440Z **Estimated Additional Fee:** \$94,295

Please provide a signature below authorizing CEC to proceed with the additional services. Upon receipt, CEC will begin the additional services under the Terms and Conditions of our initial Agreement for the additional fee identified above.

Client Authorized Signature: _____ **Date:** _____



NO.	REVISION
1	ISSUED FOR PERMIT
2	ISSUED FOR PERMIT
3	ISSUED FOR PERMIT
4	ISSUED FOR PERMIT
5	ISSUED FOR PERMIT
6	ISSUED FOR PERMIT
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19	ISSUED FOR PERMIT
20	ISSUED FOR PERMIT

120 Grassland Boulevard
 Bridgeport, WV 26330
 Ph: 304.933.3119
 www.ceecinc.com



DRAFT - NOT FOR CONSTRUCTION
 LEWIS COUNTY COMMISSION
 QUINN DRIVE
 WIDE BROWNSFIELD GRANT
 WESTON, WEST VIRGINIA

TEST BORING LOCATION PLAN
 DATE: 11/08/2018
 DRAWN BY: J. J. HARRIS
 CHECKED BY: J. J. HARRIS
 SCALE: AS SHOWN
 PROJECT NO.: 18-001



GT01

Fred C. Hess, CPA, PLLC
P.O. Box 8593
South Charleston, WV 25303

(304) 389-0051
f.hess.cpa@gmail.com

May 24, 2024

Tina Helmick, Lewis County Administrator
Lewis County Commission
110 Center Avenue
Weston, WV 26452

Dear County Administrator Helmick:

You have requested that I prepare the financial statements of the Lewis County Commission (the government), which comprise the government-wide statements, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2024, and the related notes to the financial statements, and perform a compilation engagement with respect to those financial statements. I am pleased to confirm my acceptance and my understanding of the services I am to provide. In addition, supplementary information and required supplementary information will be prepared and presented with the financial statements. Such information is the responsibility of management and will be subject to our compilation engagement.

My Responsibilities

The objective of the engagement is to a) prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and b) apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

I will conduct the compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's Code of Professional Conduct, and its ethical principles of integrity, objectivity, professional competence and due care, when preparing the financial statements and performing the compilation engagement.

I am not required to, and will not, verify the accuracy or completeness of the information you will provide to me for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, I will not express an opinion or a conclusion nor provide any assurance on the financial statements.

My engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair my independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that my role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of financial statements
- b. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error
- d. The prevention and detection of fraud
- e. To ensure that the entity complies with the laws and regulations applicable to its activities
- f. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to me for the engagement
- g. To provide me with 1) access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, 2) additional information that I may request from you for the purpose of the compilation engagement, and 3) unrestricted access to persons within the entity of whom I determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge and experience to oversee the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

My Report

As part of my engagement, I will issue a report that will state that I did not audit or review the financial statements and that, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, I am unable to complete the compilation of your financial statements, I will not issue a report on such statements as a result of this engagement.

You agree to include my accountant's compilation report in any document containing financial statements that indicates that I have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to obtain my permission to do so. The supplementary and required supplementary information accompanying the financial statements will be presented for purposes of additional analysis. My report will not express an opinion, a conclusion, nor provide any assurance on such information.

Other Relevant Information

You agree to hold me harmless and to release, indemnify, and defend me from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to me or resulting from any actions against me by third parties relying on the financial statements described herein.

My fee for these services will be \$8,000. I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign and return it.

Sincerely Yours,



Fred C. Hess, CPA, PLLC
South Charleston, West Virginia

Acknowledged and agreed on behalf of the Lewis County Commission by:

Signature: _____

Title: _____

Date: _____

From: jhinchman lewiscountywv.org
Sent: Wednesday, May 22, 2024 10:27 AM
To: Tina Helmick; srogers lewiscountywv.org
Cc: rcarder lewiscountywv.org
Subject: Request to Hire

Request to hire as lifeguard working up to 40 hours a week Elexus Heckert at \$10.25 an hour and Brianna Cermak at \$10.00 an hour starting June 5, 2024

Request to hire as Concession/pool aide working up to 40 hours a week Layla McCormick and Addison Brown at \$9.00 an hour starting June 5, 2024.

Joshua Hinchman
Director
Lewis Co Park
304-269-6599

From: jhinchman lewiscountywv.org
Sent: Thursday, May 23, 2024 1:35 PM
To: Tina Helmick; srogers lewiscountywv.org
Cc: rcarder lewiscountywv.org
Subject: Request to hire

Request to rehire working up to 40 hours a week as concession/ pool aide Melissa Taylor at \$9.25 an hour. Starting June 5, 2024

Hopefully this will be the last one. Several that were previously approved decided not to work this summer.

Joshua Hinchman
Director
Lewis Co Park
304-269-6599



Dr. Bennett D. Orvik
Health Officer

Crystal Lough
Administrator

125 Court Ave.
Weston, WV 26452
Phone: 304-269-8218
Fax: 304-269-8220
www.lewishealthwv.com

05/22/2024

This letter is being written on behalf of the Lewis County Board of Health regarding the Lewis County Health Department. The Lewis County Health Department continues to strive to complete our mission statement of protecting the citizens of Lewis County, preventing illness and disease transmission, and promoting the health of Lewis County citizens. As we strive to achieve these goals, we are reaching out to requests for support for these efforts.

The Lewis County commission contributions to our office play a crucial role in achieving our mission, that results in a benefit for all 16,677 Lewis County residents.

We understand the value of partnerships and are committed to recognizing your generosity both in the past and present.

The Lewis County Board of Health is respectfully requesting \$30,000.00 in support of our efforts to continue to assist the community.

Thank you for your time in this matter. Feel free to reach out to me with any questions or concerns.

Crystal Lough adm.

Crystal Lough RN, BSN
Administrator/Sanitarian