

**Lewis County Commission**  
**P O Box 466 - 18 Garton Plaza**  
**Weston, WV 26452**  
**Meeting Agenda**  
**December 17, 2012 10:00am**

***SILENT MEDITATION AND PLEDGE OF ALLEGIANCE***

- 1. 10:00am Call Meeting to Order** (*action required*)
- 2. 10:05am T. Chad Kelley, Lewis County Assessor**  
Exonerations, Consolidations, Apportionments (*action required*)

**APPOINTMENTS:**

**3. 10:15am Dave Matthews, 911 Addressing**

1. New Road Name Approval: Consider approval of a new road name application. Driving directions are from US Hwy 19S at city limits go 4.5 miles turn right onto Copley Road and travel 10.3 miles, turn right onto new road. Choices: 1. Mossy Oak Drive, 2. Browning Drive, 3. Remington Avenue (*action required*)

**4. 10:30am Gary Morris, Lewis County Prosecuting Attorney**

1. Request for Budget Revision: Request to transfer \$500.00 from the Prosecuting Attorney's Budget Line Item #222 Dues and Subscriptions to the Prosecuting Attorney's Budget Line Item #214 Travel. (*possible action required*)
2. List of Transfer Title for Assessors (West Virginia Code 11-4-8): Prosecuting Attorney's review of the referenced West Virginia Code Section (11-4-8) imposing a duty on the County Clerk no later than the 10<sup>th</sup> day of each month to make out and deliver to the Assessor a certified list of all Transfers of title of land. Draft of proposed Monthly Transfer List form. (*possible action required*)
3. Follow up on Information from Lewis County Commission Meeting of December 10, 2012: (*for information only*)

**5. 10:45 am John Carroll, Director-Lewis County Emergency Services**

1. Report of activities by the Ambulance Authority:
  - a. Explanation of the Authority's budget request for the 2013-14 Fiscal Year (*information only*)
  - b. Desire of the Authority to purchase a new ambulance after July 1, 2013 (*information only*)
  - c. Two Emergency Medical Technicians, James Taylor and Kenny Roy, have completed training and are certified as Emergency Medical Technicians-Intermediate (EMTI). This allows these providers to serve the citizens of Lewis County at higher level of advanced training. (*information only*)
  - d. Notification the John Carroll will be stepping down from the Director's position effective January 1, 2013 and will be retiring February 28, 2013. This will allow Mr. Carroll to train the new director. (*information only*)
  - e. Notification that Mr. Chris McCall has been hired by the Lewis County Ambulance Authority as the Director beginning January 1, 2013. (*information only*)

**6. 11:00am William Rowan, Director, OEMS**

1. Memorandum of Understanding between Lewis County Commission, Town of Jane Lew and Lewis County Office of Emergency Management: The purpose of this memorandum of understanding is to clearly identify the roles and responsibilities of each party as they relate to the overall emergency preparedness of the Town of Jane Lew for the purpose of facilitating communication among the several law enforcement agencies, fire and hazmat agencies, Office of Emergency Management, and Town Officials in times of emergency. The memorandum has been reviewed by the Prosecuting Attorney and deemed proper. The Town of Jane Lew has executed the memorandum. Consider acceptance by the Lewis County Commission and Lewis County Office of Emergency Management. (*action required*)

## **CORRESPONDENCE:**

**7. Sheriff's Vehicle Report:** Monthly report of mileage and maintenance for Lewis County Sheriff's Department vehicles. *(information only)*

**8. Upshur County Agenda:** Copy of Upshur County Commission Agenda for December 12, 2012 *(information only)*

**9. Notification of Acceptance of the Region 7 Planning and Development Council Hazard Mitigation Plan:** The Region 7 Planning and Development Council Hazard Mitigation Plan dated March 21, 2011 has been approved by the State of West Virginia and is now approved by the Federal Government through receipt and the acceptance of the formal adoption resolution by Lewis County. This allows Lewis County to be eligible for federal disaster assistance until the expiration of the plan on August 13, 2017. Continued progress in encouraging communities to strive to continue working on plans to be eligible for federal disaster assistance was stressed *(information only)*.

**10. Lewis County Regional Jail Invoice for November 2012:** Invoice for 604 inmate days at a rate of \$48.80 per day totaling \$29,475.20. Invoice was sent to the Prosecuting Attorney for review. *(information only)*

**11. Sheriff's Monthly Settlement for November 2012:** Sheriff's Settlement (reconciliation) of accounts for the month of November 2012. *(information only)*

**12. Mini Grant Completion Report from Weston Rotary:** \$1,000.00 mini grant final report of expenditures for Santa's House advertisement on WHAW. *(information only)*

## **BUSINESS:**

**13. Board and Committee Reports:** Individual Commissioners will give reports on any board or committee meeting they have attended. *(information only)*

**14. Mini Grant Application from Summer Knights:** Summer Knights, a group that sponsors antique car shows, requests \$1,000.00 to be used for supplies, trophies and dash plaques for events. *(action required)*

**15. Contract for Acceptance of West Virginia Courthouse Facilities Improvement Authority, 10<sup>th</sup> Cycle Grant Award:** Execution of acceptance contract for the grant award from the West Virginia Courthouse Facilities Improvement Authority in the amount of \$ 38,629.00 to be used to repair/replace the roof, gutter, downspouts and fascia on the former jail and jailers quarters of the Lewis County Courthouse. *(action required)*

**16. Personnel Policy Addition/Modification:** Proposal to amend the Lewis County Personnel Policy regarding reference information requests for current and/or past employees. "It is the policy and procedure of the Lewis County Commission to only confirm dates of employment". *(action required)*

### **17. Animal Control Officer Requests:**

a. Fender Flares: Animal Control Officer requests the purchase of fender flares for wheel area of truck to help with mud. Cost \$201.54. *(action required)*

b. Request from John Snyder, Animal Control Officer to convert 100 hours of compensatory time to sick leave. The request to convert 100 hours of compensatory time to sick leave time per Lewis County Personnel Policy Manual. *(action required)*

c. Animal Control Officer: Consideration of approval of draft animal control officer policy regarding response to calls. The Lewis County Animal Control will only respond to emergency calls during non-working hours for vicious or injured dogs at the request of law enforcement. Non-emergency calls received after 2:00 PM will be scheduled for the next work day. The part time Animal Control Officer will only be available when calls are scheduled or for emergencies on a call basis. Although there is no guarantee of hours, the part time employee will not exceed 7 hours per day or 35 hours per week. *(action required)*

**18. Request for Sponsorship of Transportation Alternative Grant Application for Stonewall State Park Foundation:** Consideration of sponsorship of the Stonewall State Park Foundation's Transportation Alternative Grant Application. This was done by the County Commission last year. There has been no decision on project scope and/or funding amount. This is a preliminary inquiry to allow the foundation to begin looking at possible

projects for submission. The grant application will be presented for approval, if submitted, at a later date.  
(*action required*)

**19. Regional Development Marketing Grant for Lewis, Upshur and Randolph Counties:** The Lewis County Economic Development Authority has agreed to participate in a 50/50 matching marketing grant Upshur and Randolph Counties. The purpose of this marketing initiative will be to develop a regional “branding concept” for the purpose of promoting the three county area by developing a media strategy and producing print and video tools to present the positives aspects of this region. The Lewis County Economic Development Authority will contribute \$3,333.33 for the 1/3 share of the 50% local grant match. The Lewis County Commission is being asked to consider support of the Lewis County Economic Development Authority’s participation in this grant, as well as, the regional marketing concept presented. (*action required*)

**20. Request of Purchasing Card for Barbara Winans:** Consideration of issuance of a West Virginia State Government Purchasing Card with \$5,000.00 limit to Barbara Winans, Maintenance Employee. This is needed to allow Ms. Winans to purchase supplies for the courthouse and offices from vendors. (*action required*)

**21. Lewis County Judicial Annex-** construction progress. No issues to report. (*information only*)

**22. Lewis County Economic Development Report:** Member of the Lewis County Economic Development Authority will give a report on correspondence, contacts and/or the hiring process for a new Economic Development director. (*information only*)

**23. Time Sheets and Leave Approval** (*action required*)

1. John Snyder December 10, 2012 Compensatory Time

December 26, 2012 Vacation

December 27, 2012 Compensatory Time

December 28, 2012 Compensatory Time

January 9, 2013 Compensatory Time

January 14, 2013 Compensatory Time until cleared to return to work

2. Barbara Winans December 20, 2012 Annual Leave

December 27, 2012 (2 hrs) Annual Leave

#### **ORDERS AND PAYMENT OF EXPENDITURES:**

**24.** Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration. (*action required*)

**25.** Expenses for the current period presented for consideration of payment (*action required*)

#### **ADJOURNMENT:**

**26.** With no further action being required by the Lewis County Commission, the meeting will be adjourned.  
(*action required*)