

**Lewis County Commission**  
**P O Box 466 - 18 Garton Plaza**  
**Weston, WV 26452**  
**Meeting Agenda**  
**December 31, 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. **10:15 AM**      **Tracey Weber, III and Scott Holmes, II- Representing Weston Sanitary Board**  
Request Right of Way agreement between Lewis County Commission and City of Weston, acting as the Weston Sanitary Board, be executed to convey a perpetual right of way and easement twenty (20) feet in width and one hundred twenty (120) feet in length lying ten (10) feet on each side of the as-built center line of Emergency Lane between the Lewis County Emergency Ambulance Building and the Trans Allegheny Lunatic Asylum for the purpose of separating sanitary and storm sewer systems. This will eliminate issues with back up for the Lewis County Ambulance Building, Lewis County E911 Building and Lewis County Senior Center. (*action required*)

**CORRESPONDENCE:**

4. **Lewis County Animal Control Report:** November monthly report for the Lewis County Animal Control Officer activities including number of complaints, number of animals (by description), money collected for bounty and animal control fees. (*information only*)
5. **Upshur County Agenda:** Copy of Upshur County Commission Agenda for December 20, 2012 (*information only*)
6. **Notification of Nation Park Service Land and Water Conservation Fund Project Inspection:** Notification the National Park Service Land and Water Conservation Program re-inspected the Lewis County Park in conjunction with Grant 54-0094. The facilities were found to be in excellent condition. (*information only*)
7. **Lewis –Gilmer E911 Advisory Board Meeting Minutes for December, 2012:** Minutes of the December 10, 2012 Lewis-Gilmer E-911 Advisory Board Meeting and Directors Report (*information only*)
8. **Lewis-Upshur LEPC Minutes:** Corrected September 19, 2012 meeting minutes. Meeting minutes for October 17, 2012 meeting. (*information only*)
9. **Notification the West Virginia Statewide Transportation Improvement Program draft plan for improvements for 2013-2018 is available for download:** The 2013-2018 statewide transportation draft plan for improvements from expenditures of Federal Highway Administration and Federal Transit Administration funds is available for review at [www.transportation.wv.gov](http://www.transportation.wv.gov). Written comments are to be received no later than January 21, 2013. (*information only*)

**10. Formal Notification Regarding Shentel Cable Pricing and/or Line-up Changes:** Notification of Shentel cable pricing and/or line-up changes effective January 22, 2013. Complete copy available for the public at the Commission Office. *(information only)*

**BUSINESS:**

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

**12. 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. Tabled from 12/17/2012 meeting. Request is to offset expenditures. *(action required)*

**13. Invitation to the West Fork Conservation District Legislative Dinner January 17, 2013:** Invitation to the West Fork Conservation District Legislative Dinner January 17, 2013 at Jackson's Mill. RSVP required by January 11, 2013. *(action required)*

**14. Job Description for Chief Court Security Officer Position for the Lewis County Judicial Annex:** Sample job description prepared for review. Copy of WV Code §7-3-2 showing authority of the County Commission to employ security officers. Copy of WV Supreme Court Ruling State ex rel. Farley v. Saulding (203 W.Va 275, S.E. 2d 376, W.Va, 1998) supporting the employment of civilian security officers. Sample advertisement for employment. Commission will be asked to consider approval of the job description and advertisement for employment. *(action required)*

**15. Request from Lewis County Emergency Ambulance Authority for Appointment of Gary Morris to the Board to fill the unexpired term of J. VanKirk:** The Lewis County Emergency Ambulance Authority requests Gary Morris be appointed to fill the unexpired term of J. VanKirk. *(action required)*

**16. Lewis County Clerk Requests:**

- a. Employment of a Full Time Clerk: Due to the duties described under WV Code §11-4-8 the County Clerk must provide a certified list of all transfers to the Assessor no later than the 10<sup>th</sup> of each month. This will require additional work for the County Clerk's already overloaded staff. County Clerk requests permission to advertise and hire one full time employee to prepare these reports and assist in the general office duties. *(action required)*
- b. Request to purchase/upgrade current computer system with CSSI: Request to install a new budgetary, payroll system and training for the County Clerk's Office. Discount if purchased prior to December 2012. January 1, 2013 cost increases by 15%. *(action required)*

**17. Lewis County Board of Health Audit Report for Fiscal Year Ending June 30, 2012:** Lewis County Board of Health Audit Report for Fiscal Year Ending June 20, 2012. Findings noted were reviewed by the Lewis County Prosecuting Attorney. Letter attached *(action possible)*

**18. Lewis County Judicial Annex-** construction progress. No issues to report.

- a. Removal of trees and shrubbery for walkway between Annex and Magistrate Court Building: Consideration of the shrubbery and trees that will need to be removed between the annex and magistrate court building for construction of a sidewalk serving both buildings. It has been recommended that all trees and shrubbery be removed to eliminate potential future damage to the sidewalk by roots. *(action required)*

**19. 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)*

**20. Time Sheets and Leave Approval**

- a. Lucinda Whetsell request for conversion of 150 hours compensatory time and 136 hours annual leave to sick leave. Request for conversion of 150 hours compensatory time and 136 hours annual leave for Lucinda A. Whetsell per Lewis County Personnel Policy Manual. *(action required)*
- b. Approval of Time Sheets: December 2012 Time Sheets for approval: *(action required)*
  - 1. Lucinda Whetsell

**ORDERS AND PAYMENT OF EXPENDITURES:**

- 21.** Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration. *(action required)*
- 22.** Expenses for the current period presented for consideration of payment *(action required)*

**ADJOURNMENT:**

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