

Lewis County Commission
P O Box 466 - 18 Garton Plaza
Weston, WV 26452
Meeting Agenda
February 11, 2013
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** **Elaine Massey, Executive Director Mountain Lakes Convention and Visitors Bureau:**
Quarterly report of activities for the Mountain Lakes Convention and Visitors Bureau for October, November and December, 2012 (*information only*)
4. **11:30 AM** **Michael Smith, Lewis County Prosecuting Attorney:** Mr. Smith requests reconsideration of plan changes to establish individual offices for the attorney's in his department previously reviewed by the County Commission. The present plan has one office, one conference room and an open desk space. The estimate for these modifications presented by March Westin and Silling Associates in nearly \$50,000.00. (*action required*)

CORRESPONDENCE:

5. **Sheriff's Vehicle Report:** January, 2013 report of mileage and maintenance for the Sheriff's Department fleet. (*information only*)
6. **Upshur County Agenda:** Copy of Upshur County Commission Agenda for February 7, 2013 (*information only*)
7. **Community Corrections February 11, 2013 meeting Agenda:** Agenda for the February 11, 2013 Lewis/Upshur/Braxton Community Corrections meeting to be held in Upshur County (*information only*)
8. **Notification of Grant Award from West Virginia Records Management Program:** Notification that the Lewis County Circuit Clerk has received a \$10,000.00 grant award from the West Virginia Records Management Program to purchase scanners (\$7,255.00) and overtime for staff to begin scanning order books (\$2,745) (*information only*)
9. **Thank you from Senator Sam Cann:** Note of appreciation from Senator Sam Cann following his recent visit to the Commission (*information only*)
10. **Cable Franchise Fee from SuddenLink :** Notification of cable franchise fee remittance from SuddenLink for October, November and December, 2012. Total remitted \$1,360.92 (*information only*)
11. **Update on Meeting with City of Weston regarding closure of School Drive:** The Lewis County Commission attended the Weston City Council Meeting, Monday, February 4, 2012 and requested a portion of School Drive be closed. Closed area is 2,596 square feet from Bank Street to the southern corner of the Lewis County Courthouse. The roadway will remain open for entry from First Street to allow access to an adjacent and the parking areas of the Lewis County Courthouse and Judicial Annex. The City Council approved this request. Plat Attached (*information only*)

BUSINESS:

- 12. Board and Committee Reports:** Individual Commissioners will give reports on any board or committee meeting(s) they have attended. *(information only)*
- 13. Mini Grant Application from West Virginia Auctioneers Association:** The West Virginia Auctioneers Association is requesting \$1,000.00 to fund mailings and speaking fees for their annual convention February 22-24, 2013 at Stonewall Resort. This event attracts numerous out of area visitors *(action required)*
- 14. Request for Surplus Declaration of 2004 Durango:** Sheriff Adam Gissy is requesting the County Commission declare the 2004 Durango, with the last four digits of the Vehicle Identification Number 1992, assigned to the Sheriff's Department be declared surplus. The County has received a request from the Lewis County Senior Center for this vehicle. *(action required)*
- 15. Hiring of Chief Court Security Officer Position for the Lewis County Judicial Annex:** Interviews for the position of Chief Court Security Officer were held Monday, February 4, 2013. Consider hiring Mr. James David Clevenger. Salary and benefits will be determined. *(action required)*
- 16. Request for additional funding from the Lewis/Upshur/Braxton Community Corrections Program:** The Lewis/Upshur/Braxton Community corrections program is requesting an additional \$9,176.43 for additional counseling services for the 2012-13 fiscal year. The Lewis County grant match of \$10,685.00 has been paid. This is in addition to that amount. The program is also asking \$19,861.43 be appropriated for the 2013-2014 Fiscal Year. *(action required)*
- 17. GIS Program Update:** The City of Weston is unable to locate specific boundaries. They request information recorded in the county regarding any boundary lines and all correspondence recorded regarding the City Corporation, as well as, information on the determination of county tax map boundaries. Rather than further delay the project, the City agrees that the current tax maps should be the base used for the GIS system. With the additional information they are requesting, they will work with external agencies to produce an accurate boundary. *(Action Required)*
- 18. Request for Brittany Miller to be issued a Purchasing Card Limit of \$3,000.00:** Sheriff Adam Gissy request Ms. Brittany Miller be issued a Purchasing Card Limit of \$3,000.00 to allow her to order materials/supplies for the department. *(action possible)*
- 19. Official Date for 2013 West Virginia "Make It Shine" day in Lewis County:** Designate Saturday, April 13, 2013 as "Make It Shine" Day in Lewis County. This is a community volunteer litter/clean- up program sponsored by the West Virginia Division of Environment Protection. The location for this project should be a public location *(action required)*
- 20. Approval for reimbursement of West Virginia Department of Health and Governor's Community Partnership Grant for Pricetown Volunteer Fire Department:** Approval for reimbursement of \$1,000.00 from the West Virginia Department of Health #G120985 and \$2,000.00 from the Governor's Community Partnership Grant #10LEDA0735 for the Pricetown Volunteer Fire Department. Items purchased were radios and extrication equipment. *(action required)*
- 21. Lewis County Judicial Annex-** construction progress. *(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)*

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)