

LEWIS COUNTY COMMISSION
P O BOX 466—18 GARTON PLAZA
WESTON, WV 26452
Agenda for Tuesday, May 28, 2013

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. 10:10am Proclamation Recognizing Lewis County Emergency Medical Services
4. 10:15am David Matthews, Lewis County 911 Addressing RE: New Road Name Approval:
Consider approval of new road name. Driving Directions: From US HWY 19S at Weston City Limits go 14 miles turn left onto Loggers Rd, go less than 1/10 mile turn left.
Name Choices 1) Backwoods Dr 2) Pure Country Rd 3) Hard Country Rd 4) Hunter Hollow Rd
(*action required*).
4. 10:30am William Rowan, Director, Office of Emergency Management and Emergency 911: Executive Session-Personnel (6-9A-4): Request for executive session to report on personnel progress to correct addressing issues
5. 10:45am Chief Security Officer, JD Clevenger: Chief Security Officer, JD Clevenger will present a recommendation for an offer of hire for the full-time Security Officer Position(*action required*).

Correspondence:

6. Upshur County Commission Agenda: Copy of the Upshur County Commission Agenda for May 16, 2013 and May 23, 2013(*information only*).
7. Lewis –Gilmer Emergency-911 Advisory Board Minutes: Lewis Gilmer Emergency 911 Advisory Board Minutes for April 2013(*information only*).
8. Lewis County Emergency 911 Addressing Report: Lewis County Emergency-911 Addressing Report for April 2013; road name packages processed, road names approved, signage, signage installed, miles driven and meetings attended(*information only*).
9. Gilmer County Emergency 911 Addressing Report: Gilmer County Emergency-911 Addressing Report for April 2013; road name packages processed, road names approved, signage, signage installed, miles driven and meetings attended(*information only*).
10. Lewis County Floodplain Manager's Report for April 2013: Lewis County Floodplain Office report for April 2013 including: site visits, DOH inquiries, information request and hours used as floodplain manager(*information only*).
11. Lewis County Park and Recreation Board Agenda and Minutes: Lewis County Park and Recreation Board Agenda and Minutes for Meeting of Monday, May 20, 2013(*information only*).
12. West Virginia Central Regional Jail Report and Invoice for April 2013: West Virginia Regional Jail and Correctional Facility April 2013 Invoice for Lewis County: Total Invoice-\$47,433.60. 972 inmate days at \$48.80 per diem rate (*information only*).
13. West Virginia State Tax Department-Appraisal Ratio Results: Lewis County Assessor's Office appraisal ratio study results from the West Virginia State Tax Department Property Valuation Training and Procedures Commission. The Lewis County Assessor's Office was in 100% compliance in all areas (*information only*).
14. Lewis County Circuit Court Order Quieting Title to the Pioneer Cemetery, Jane Lew: The Lewis County Commission requested Prosecuting Attorney Michael Smith to prepare the legal documentation to transfer the deed for the Pioneer Cemetery to the City of Jane Lew. Mr. Smith has prepared an order to quiet title this property (*information only*).
15. West Virginia Department of Transportation, Division of Highways, Statewide Transportation Improvement Program(STIP): April 2013 updates, additions and deletions to the Statewide Highway Safety Improvement Projects list for the State of West Virginia (*information only*).
16. Lewis County Firefighter's Association Minutes for April 15, 2013: Lewis County Firefighters Association Minutes for regular meeting of April 15, 2013 (*information only*).

17. West Fork Conservation District Polk Creek Watershed Inspection Reports and Request for Annual Funding: The West Fork Conservation District issued the 2013 Polk Creek Watershed Inspection Reports. All areas were in good condition. High priority items to be addressed include: mowing at several sites and sediment clean out at site number 13. The District request the county contribute \$5,000.00 next fiscal year for operations. This has been budgeted. *(information only)*

18. West Virginia State Auditor's Office Notification of Government Audit Requirement: WV Code 6-9-7 charges the West Virginia State Auditor's Office with the responsibility to examine annually all county financial affairs. This is to include all component units. Examples of component units: 1) Building Commission 2) Board of Health 3) Economic Development Authorities 4) Libraries 5) Parks 6) Fire Boards 7) Ambulance Authorities *(information only)*

Business:

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

20. Retirement Resignation of Wilma McKee, Chief Tax Deputy: Ms. Wilma McKee submits a letter of retirement resignation effective June 30, 2013 from her position as Chief Tax Deputy in the Sheriff's Tax Office. *(action required)*

21. Identification Badges for all County Employees: Due to security concerns, the need for proper identification for all Lewis County Employees exists. The Commission will consider requiring photo name badges to be issued and mandate all employees wear while performing services for the county. *(information only)*

22. Lewis County Revised Taxable Fringe Benefit Form: The Lewis County Clerk's Office submits a draft revision of the Lewis County Taxable Fringe Benefit reporting form. This form includes more detail on the rate of withholding *(action required)*.

23. Request for Reimbursement 2012 Records Management and Preservation Grant: The Lewis County Clerk's Office received a 2012 Records Management and Preservation Grant in the amount of \$10,000.00 for shelving and overtime staff costs to scan and index deed books. The final grant balance of \$511.00 is requested for reimbursement. Signature required *(action required)*.

24. Lewis County Office Rental Lease Extensions: Lewis County Prosecuting Attorney Michael Smith prepared lease extensions for the buildings being rented for Family Court, Prosecuting Attorney, Probation Court, County Commission and Economic Development Authority. All owners have agreed to extend on a monthly basis to allow use in July and August, if needed, due to construction completion at the Annex. Signature required *(action required)*.

25. Lewis County Judicial Annex Update: Update on construction. *(information only)*.

26. Lewis County Economic Development Authority Update: Mike Herron, Executive Director, will give a report on correspondence, contacts and action of the Lewis County Economic Development Authority *(information only)*.

27. ORDERS AND PAYMENT OF EXPENDITURES:

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

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

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