

**Lewis County Commission**  
**P O Box 466 - 110 Center Avenue**  
**Lewis County Courthouse**  
**Weston, WV 26452**  
**Meeting Agenda**  
**September 9, 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 William Rowan, Lewis/Gilmer County Emergency 911/Office of Emergency Management Director:**  
Mr. Rowan will present to the Commission the following: (*action required*)
  - a. Approval of by-laws for the Lewis County Hazardous Materials Team
  - b. Approval of operational guidelines for the Lewis County Hazardous Materials Team
  - c. Hiring of an administrative assistant for the Emergency 911 Center and Addressing/Mapping. Mr. Rowan will present a sample job description.
4. **10:40 AM Jeff Smell, Country Roads Leasing:** The Lewis County Emergency Ambulance Service is purchasing two new ambulances. County Roads Leasing will be financing these units. They will ready for delivery October 1, 2013. The Commission will be asked to enter into a master lease-purchase agreement and execute a resolution for this purchase. (*action required*)

**CORRESPONDENCE:**

5. **Upshur County Agenda:** Copy of Upshur County Commission Agenda for September 5, 2013. (*information only*)
6. **Jane Lew Public Service District 2011-2012 Audit:** Copy of the 2011-12 Jane Lew Public Service District Audit completed by Tetrick and Bartlett, PLLC. Findings include: 1) segregation of duties, 2) pledging of collateral for cash account. The recommendation for this finding is to have the financial institution(s) holding Public Service District Funding increase the pledged securities to ensure all accounts are fully insured.

**BUSINESS:**

7. **Board and Committee Reports:** Individual Commissioners will give reports on any board or committee meeting(s) they have attended. (*information only*)
8. **Lewis County Judicial Annex-** construction progress. Update on annex. (*information only*)
9. **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*)
10. **Time Sheets and Leave Approval**

**ORDERS AND PAYMENT OF EXPENDITURES:**

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

**ADJOURNMENT:**

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