

Lewis County Commission
Lewis County Courthouse, 2nd Floor
P O Box 466 - 110 Center Avenue
Weston, WV 26452
Meeting Agenda- Monday, October 28, 2013
10:00am

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

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

APPOINTMENTS: None

Correspondence:

3. **Upshur County Agenda:** Copy of the Upshur County Commission Agenda for Thursday, October 17, 2013 (*information only*)
4. **Lewis County Parks and Recreation Board: Lewis County Parks and Recreation:** Board Minutes for Meeting of September 16, 2013 and Agenda for October 28, 2013, (*information only*)
5. **Lewis County Hazardous Material Response Team:** Lewis County Hazardous Materials Response Team Minutes of September 16, 2013 and Financial Report to Date (*information only*)
6. **West Virginia Regional Jail and Correctional Facility Authority Invoice for September 2013:** Inmate Days-1279 x per diem rate \$48.25= \$61,711.75 (*information only*)
7. **Lewis County Family Resource Network September 3, 2013 Meeting Minutes:** Minutes of the September 3, 2013 Lewis County Family Resource Network Board of Directors meeting. (*information only*)

Business:

8. **Board and Committee Reports:** Individual Commissioners will give reports on any board or committee meeting(s) they have attended. (*information only*)
9. **Lease for Family Court Space:** Lease Contract for Family Court Space at the Lewis County Judicial Annex. The new reimbursement will be \$11.00 per square foot. (*action required*)
10. **Request for Reimbursement for Governor's Community Partnership Grant #12LEDA0105:** Lewis County Honor Guard-Request for reimbursement of \$1,798.50 from Governor's Community Partnership Grant #12LEDA0105 for tires, wheels and maintenance for the Lewis County Honor Guard Van. (*action required*)
11. **Consideration of 2014-2015 West Virginia Records Management and Preservation Grant Application:** The Lewis County Clerk requests approval of 2014-2015 West Virginia Records Management and Preservation Grant in the amount of \$10,000 to continue the deed book scanning process. The clerk has over 600 deed books remaining to be scanned. Funding would allow employment of a part time, temporary employee or provide overtime for current employees to do scanning after normal work hours. (*action required*)

- 12. Consideration of West Virginia Courthouse Facilities Improvement 11th Cycle Grant Application:** Consider Application for 11th Cycle West Virginia Courthouse Facilities Improvement Authority Grant for new heating and air conditioning in the former jail and tax office; total project cost-\$132,500.00. Grant will pay \$80,000.00 . County Cost is \$52,500.00. *(action required)*
- 13. Approval of project change of scope for 2013-14 West Virginia Records Management Preservation Grant Award:** The Lewis County Circuit Clerk was awarded a 2013-14 West Virginia Records Management and Preservation Grant for the purchase of scanners and costs to scan documents. Recently, Lewis County was designated as a pilot county by the West Virginia Supreme Court of Appeals for a program to handle documents. This program provided scanners to the Circuit Clerk. The Circuit Clerk requests approval for a change of scope for the 2013-14 West Virginia Records Management and Preservation Grant to allow all funds to be used the costs to scan documents. *(action required)*
- 14. Signature of Victims of Crime Act Grant Sub-grantee Requirements:** The West Virginia Division of Justice requests all Victims of Crime Act sub-grantees execute documentation that acknowledges the county assure compliance with the conditions of the Victims of Crime Act of 1984. *(action required)*
- 15. Request for reimbursement and grant closure for Governor's Community Participation Grant #13LEDA0127 Lewis County Baseball Association:** Request for payment and grant closure of Governor's Community Participation Grant# 13LEDA01227 for Lewis County Baseball in the amount of \$5000.00 for the purchase and installation of an equipment shed*(action required)*
- 16. Lewis County Judicial Annex:** Update on annex. *(information only)*
- 17. Lewis County Economic Development Report:** Mike Herron, Executive Director's Report on actions of the Lewis County Development Authority. *(information only)*
- 18. Time Sheets and Leave Approval:** *(action required)*

ORDERS AND PAYMENT OF EXPENDITURES:

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

ADJOURNMENT:

- 21. With no further action required by the Lewis County Commission, the meeting will adjourn.** *(action required)*