

Lewis County Commission
110 Center Avenue
Lewis County Courthouse-2nd floor
Weston, WV 26452
Meeting Agenda
NOTE: JANUARY 20, 2014 IS A HOLIDAY
Tuesday
January 21, 2014
10:00 AM

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 Commission Agenda:** Agenda for the January 16, 2014 Upshur County Commission Meeting (*information only*)
4. **Lewis County Family Resource Network Meeting Agenda and Minutes:** Minutes of the December 2, 2013 Lewis County Family Resource Network Meeting and Agenda for the January 6, 2014 meeting. (*information only*)
5. **West Virginia Public Service District Wireless 911 Fee Disbursement for Lewis County:** The West Virginia Public Service District remitted the October, November and December, 2013 wireless 911 fees in the amount of \$111,068.02 for Lewis County. (*information only*)
6. **Lewis County Sheriff's Monthly Settlement:** Lewis County Sheriff's Monthly Settlement (reconciliation of accounts) for December 2013. (*information only*)
7. **Lewis Gilmer Emergency 911 Advisory Board Meeting Dates for 2014:** The Lewis Gilmer Emergency 911 Advisory Board calendar of meeting dates and locations for 2014. All meetings are at 6:00 PM. (*information only*)
8. **Lewis Gilmer Emergency 911 Advisory Board Meeting Minutes:** The Lewis Gilmer Emergency 911 Advisory Board December 9, 2013 meeting minutes. (*information only*)
Lewis Gilmer Emergency 911 Addressing Report: Lewis Gilmer Emergency 911 Addressing report for December 2013 including: telephone inquiries, walk-in inquiries, addresses issued and mileage traveled. (*information only*)
9. **Lewis Gilmer Emergency 911 Yearly Report:** Report of activities by Lewis Gilmer Emergency 911 Communications Center for the calendar year 2013. Included are: call received, agency totals, and dispositions of calls. Also included are the calendar years 2010, 2011, and 2012 for comparison. (*information only*) (This is a large mass and is available by request)
10. **Lewis County Regional Jail Invoice for December 2013:** Lewis County December 2013 Regional Jail Invoice: 1554 inmate days @\$48.25= \$74,980.50. (*information only*)
11. **West Virginia Development Office Notification of Lewis County Northwest Water Project funding application for 2013 Small Cities Block Grant:** The West Virginia Development Office did not fund the 2013 Small Cities Block Grant Application for the Northwest Lewis County Water Extension. (*information only*)
12. **West Virginia Community Leadership Academy 2014 Date and Location:** The West Virginia Community Leadership Academy will be held October 1-3, 2014 at Lakeview Gold Resort in Morgantown. This is sent for scheduling purposes. More information and registration will follow closer to the event. (*information only*)

BUSINESS:

13. **Board and Committee Reports:** Individual Commissioners will give reports on any board or committee meeting(s) they have attended. (*information only*)
14. **West Virginia State Auditor's Office Engagement Agreement for Audit of the County Purchasing Card:** The West Virginia State Auditor's Office perform review of internal controls and procedures for Lewis County's utilization of the West Virginia State Purchasing card for fiscal years ending June 30, 2012 and June 30, 2013. Signature for engagement is required. (*action required*)
15. **Acceptance of Governor's Community Partnership Grant #12LEDA0747N for Mountaineer Military Museum:** The Mountaineer Military Museum Grant Application for \$5,000.00 has been approved by the Governor. The Lewis County Commission is asked to execute the contract for the acceptance of this grant. The funds will be used for heating and air conditioning. (*action required*)

16. **Governor's Community Partnership Grant #14CPGP0008NR application for American Legion Post 166:** The American Legion Post 166 is applying for a \$2,000.00 Governor's Community Partnership Grant for repairs and upgrades to the parking lot. The Lewis County Commission is asked to approve the application of this grant. *(action required)*
17. **Letter to allow the Lewis County Assessor's Office and West Virginia State Tax Department to make changes to erroneous mineral values until February 28, 2014:** The West Virginia State Tax Department and Lewis County Assessor's Office requires permission from the Lewis County Commission to make changes to erroneous values for minerals during February 2014. All changes will be presented to the Lewis County Commission for adoption during a scheduled Board of Equalization and Review. *(action required)*
18. **Resignation of James D. Clevenger, Chief Security Officer:** James D. Clevenger will resign his position as Chief Security Officer effective January 24, 2014. Acceptant of the resignation is required. The Commission will be asked to consider advertising for a full time security officer, as well as, a part time officer to assist with department staffing reductions. Also, consideration of transferring the department supervision to the Sheriff. *(action required)*
19. **Request for the Purchase of Geographic Information System Monitored Bracelets for the Home Confinement Office:** Sheriff Adam Gissy requests the Lewis County Commission allow the Home Confinement Office to upgrade the current monitoring system to bracelets that are tracked by Geographic Information System. This will allow the Home Confinement Supervisor to have 24/7 verification of the location for each person, as well as, identify the exact nature of the business that the person was visiting. These bracelets will be an increased cost to the county of \$3.00 per bracelet. The Judiciary has agreed to support an increase in the cost charged to the home confinement participant to defray the cost. The suggested cost for each home confinement participant is \$15 per day. *(action required)*
20. **Lewis County Judicial Annex Update:** Update on construction. *(information only)*
21. **Lewis County Economic Development Authority Update:** Mike Herron, Lewis County Economic Development Director will give a report on correspondence, contacts and/or actions of the Lewis County Economic Development Authority. *(information only)*
22. **Request for Transfer of Sick Leave:** Homer Parsons requests the County Commission honor his unused sick leave acquired when he was an employee of the City of Weston and transfer the unused 249 hours to his sick leave balance with the Lewis County Commission. *(action required)*
23. **Time Sheets and Leave Approval.** *(action required)*
 - a. Tom Alkire January 21 and 22, 2014 Annual Leave
 - b. Garry DeMoss January 15, 16 and 17, 2014 Annual Leave
 - c. Rob Waugh Transfer 9 hours leave to sick leave
 - d. Tom Alkire Transfer 40 hours leave to sick leave
 - e. Garry DeMoss Transfer 104 hours leave to sick leave

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)*

REMINDER: THE LEWIS COUNTY COMMISSION WILL BE HOLDING A WORK SESSION WITH ELECTED OFFICIALS AND DEPARTMENT HEADS TO REVIEW THE SIX (6) MONTH BUDGET STATUS AT 1:30 PM TODAY. THE FOLLOWING TIMES HAVE BEEN ASSIGNED:

1:30 PM	ASSESSOR
2:00 PM	COUNTY CLERK
2:30 PM	CIRCUIT CLERK
3:00 PM	PROSECUTING ATTORNEY
3:30 PM	SHERIFF (LAW AND TAX)
4:00 PM	E911/OEM
4:30 PM	COUNTY COMMISSION (INC. MAINTENANCE, SECURITY, ACO)