

LEWIS COUNTY COMMISSION

AGENDA FOR MONDAY, December 22, 2014, 10AM

LEWIS COUNTY COURTHOUSE-110 CENTER AVENUE, 2ND FLOOR

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. 10:15am Steve Money Penny, Lewis Gilmer Emergency 911 Addressing: Submission for Approval –
New Road Name for Lewis County :
 - 1) Mountain Retreat Drive-From US Highway 33 East at Garton Plaza go 5.1 Miles turn Right onto Georgetown Road go 3/10 mile turn left onto Spillway Rd go 6/10 mile turn Left onto Lakeview Dr. go 4/10 mile turn left onto Lakeview Heights go 2/10 mile and turn Left (action required)
 - 2) Bypass Lane-From city limits at Butchers Lane go 6/10 mile turn left (action required)

CORRESPONDENCE:

4. **Upshur County Commission Meeting Agenda:** Copy of the Upshur County Commission Agenda for December 18, 2014
(information only)
5. **WV Regional Jail Invoice for November, 2014:** WV Regional Jail Invoice for November 2014 for Lewis County: 1,538 inmate days X \$48.25 per day= \$74,208.50. (information only)
6. **Mini Grant Completion Report Straight Fork Community Education Outreach Service (CEOS):** Straight Fork CEOS was awarded a mini-grant in the amount of \$1,000 for a public county Breast Cancer Awareness Even. They submit a final report of expenditures provided by this grant as well as a copy of a check for \$19.05 for funds not spent
(information only)
7. **Lewis County Animal Monthly Control Report:** November 2014 Monthly Report including: Number of Complaints, Animals Picked Up, Pound Money and dogs adopted (information only)
8. **Lewis Upshur Animal Control Facility Monthly Report:** November 2014 monthly report for the Lewis Upshur Animal Control Facility including: number of dogs and cats housed at the facility, number of adoptions, number of animals returned to owners and number of animals brought in to the shelter by staff and citizens for both Lewis and Upshur Counties. (information only)
9. **Sheriff's Monthly Settlement:** Lewis County Sheriff Adam Gissy submits the Sheriff's Month Settlement (reconciliation) of accounts for November 2014 for Lewis County (information only)
10. **WV State Auditor's Office Schedule of Comments on Applying Agreed-Upon Procedures for the Lewis County Magistrate Court:** The West Virginia State Auditors Office monitored the Lewis County Magistrate Court for compliance on applying agreed-upon procedures for the period ending December 31, 2013. The following recommendations were noted :
 - 1) Segregation of Duties
 - 2) Changes in data entry and reports through the automated data system
 - 3) checks should have two signatures
 - 4) condition of a defendant's sentence should not include payment of fines, costs or incarceration
 - 5) Court Software should be modified to: require verification of needed information for dismissals; create an automated record that has controls to assure jail terms as set by statute are met; create controls that test judgment orders for statutory conflicts; include controls that automatically cause a misdemeanor case to be activated once the 10 day notice period has expired; be automated to report all unpaid costs to the tax commissioner and modified to automatically generate a register of unsatisfied judgments.
 - 6) Court should obtain Prosecuting Attorney

approval on all plea agreements prior to acceptance by the court **7)** Citations should be signed or initialed by the magistrate that the defendant was advised of their constitutional rights **8)** all dismissed cases should contain a form stating the request for dismissal was made by the Prosecuting Attorney and accepted by the magistrate.

NOTE: The court software system is provided to all magistrates by the state. Lewis County cannot deviate or change this software. It would need to be done by the state. (information only) (Full document available upon request)

BUSINESS

- 11. Boards and Committee Reports:** Report on any board or committee meeting(s) attended by the Commissioners *(information only)*
- 12. Lewis County Court Security Draft Procedure for Bomb, Personal or other Threats:** Court Security Director Jim McAtee presents a draft procedure for bomb, personal and other threats. Included is a telephone check list to be kept beside every county phone. Request for consideration and approval. *(action required)*
- 13. Resignation from Lewis County Court Security Part Time Employee:** Cam Golden has notified the Sheriff and Commission that he will be resigning his position as part time Court Security Officer effective December 12, 2014. Sheriff Adam Gissy requests permission to advertise for a part time officer. *(action required)*
- 14. County Clerk's Request for Additional Funding:** Lewis County Clerk Mary Lou Myers requests additional funding for her office to allow additional staff hours or part-time/temporary staff to assist with the increased demand for document copies. *(action required)*
- 15. Consideration of Courthouse hours for December 26, 2014:** The President of the United States has issued an order closing federal Offices on December 26, 2014. The Lewis County Commission will review this in relationship to WV Code §2-2-1(15) and WV Code §7-3-2 *(action required)*
- 16. Internal Revenue Service 2015 Mileage Rates:** The Internal Revenue Service increased the mileage reimbursement rate to 57.5 cents (up from 56 in 2014) effective January 1, 2015 . The Lewis County Commission is asked to consider the county mileage reimbursement rate for 2015. *(action required)*
- 17. Lewis County Economic Development Authority:** Report of activities for the Lewis County Economic Development Authority by Director Mike Herron *(information only)*
- 18. Proclamation to Honor Lewis County Clerk Mary Lou Myers:** The Lewis County Commission will issue a proclamation honoring Lewis County Clerk Mary Lou Myers and her dedication, commitment and leadership to the citizens of Lewis County. Ms. Myers will be retiring December 31, 2014. *(action required)*
- 19. Timesheets and Leave Requests** *(action required)*

ORDERS AND PAYMENT OF EXPENDITURES:

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

ADJOURNMENT:

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