

LEWIS COUNTY COMMISSION
LEWIS COUNTY COURTHOUSE – 2nd Floor
Weston, West Virginia 26452
Meeting Agenda
2015 Organizational and Regular Weekly Meeting
Monday, January 5, 2015
10:00 am

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

10:00 am 2015 Organizational Meeting (see attached agenda)

Following Conclusion of Organizational Meeting

1. Call Regular Meeting to Order (*action required*)
2. T. Chad Kelley, Lewis County Assessor
Exonerations, Consolidations, Apportionments (*action required*)

APPOINTMENTS:

3. 10:35 am **Cindy Rowan, Lewis County Clerk** (*action required*)
RE: a) Approval to advertise for Deputy County Clerk to fill vacant position
b) Approval to allow Harriett Attanasio to work part time until vacant position is filled
c) Installation of internet connection and purchase of computer for County Clerk Cynthia Rowan's Office
d) Transfer of Annual Leave to Sick Leave, payment of unused Annual Leave and Compensatory time and freeze sick leave for County Clerk Cynthia Rowan.
e) Approval and signature of form to be filed with West Virginia Secretary of State's Office to allow Elected Officials to use facsimile signatures (stamps)

CORRESPONDENCE:

4. **Lewis County Emergency Ambulance Authority Independent Auditor Report:** FY 2013-14 Independent Auditor Report for the Lewis County Emergency Ambulance Service Authority. Findings were: 1) Segregation of Duties 2) Increased staff awareness of general accounting principles to prepare financial statements are required by Government Accounting Standards. (*information only*)
5. **Lewis County Assessor Valuation Fund Application for FY 15-16:** The Lewis County Assessor, T. Chad Kelley has submitted his departments Fiscal Year 2015-2016 Budget for Property Valuation Funds per WV Code 11-1C-8. The county has received a copy of the projected budget and justifications for review. Mr. Kelley has requested 2%. (*information only*)

BUSINESS:

6. **Boards and Committee Reports:** Report on any board or committee meeting(s) attended by the Commissioners (*information only*)
7. **Recommendation for Appointments to the Lewis County Planning Commission:** The Lewis County Planning Commission submits Denver Turner and Robin Poling as recommendations to fill vacancies on this board. (*action required*)
8. **Time Sheets and leave approval:** (*action required*)
 - a) Lucinda A. Whetsell December, 2014 Monthly Time Sheet
 - b) Michael D. Herron December, 2014 Monthly Time Sheet

ORDERS AND PAYMENT OF EXPENDITURES:

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

ADJOURNMENT:

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

**LEWIS COUNTY COMMISSION
ORGANIZATIONAL MEETING
JANUARY 5, 2015**

1. **Call to Order at 10:00am** (*action required*)
2. **Election of President for the 2015 Year** (in accordance with WV Code Chapter 7, Article 1, Section 1) (*action required*)
3. **Oath of Office for the Commission President** (*action required*)
4. **Hours of Operation**
 - Currently Monday-Friday 8:00 AM to 4:00 PM except on holidays as determined under item 8 of this agenda (*action required*)
5. **Notice and Schedule of County Commission Meetings for 2015** (*action required*)
 - Meeting times are presently 10:00 am every Monday
 - Dates Attached
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6. **Agenda- Notice of Meeting-Meeting Management** (*action required*)
 - a) Regular Meeting Agendas will be posted and available to the public before closure two business days prior to the meeting date.
 - b) Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the county commission or as required by statute
 - c) Appointment to speak with the county commission must be scheduled before 10 AM three business days prior to the meeting. Appointments will be given a 10 minute time allowance.
 - d) Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
 - e) Input or recommendation from other constitutional officials, staff or public that is not on the agenda will only be allowed if requested by the Commission or if required by statute.
 - f) If not schedule on the agenda you must sign up for public comment 15 minutes at a minimum prior to the start of a meeting. No decisions can be made by the Commission. Public Comment is limited to 5 minutes per person.
 - g) Motion required for consideration of vote- no second required
 - h) All votes unanimous unless otherwise stated
 - i) Roberts Rules of Order is utilized as a guide only. The Commission controls meeting management, discussion and input.
7. **Schedule of Board of Equalization Meetings:**
 - *Designate January 30, 2015, February 2, 2015, February 5, 2015, February 10 2015-Minerals Only as set by State Tax Department, February 13, 18, 23 and 26, 2015. All meetings will be held at 9:00am in the Lewis County Commission Meeting Room, 2nd Floor, Lewis County Courthouse, 110 Center Avenue, Weston, West Virginia with the exception of the meeting scheduled form minerals only on February 10, 2015. This*

meeting will be held at 1:00 PM in the Lewis County Commission Meeting Room, 2nd Floor, Lewis County Courthouse, 110 Center Avenue, Weston, West Virginia (action required)

8. Date to Lay Levy (set by WV Code)

- **3rd Tuesday in April (April 21,2015) 9:00am** (action required)

8. Appointments of Lewis County Commissioners or representatives to Boards/Committees for 2015 (list attached) (action required)

9. Approval of 2015 Holiday Schedule (list attached) (action required)

**The Lewis County Commission will now continue with the
January 5, 2015 Regular Meeting Agenda**