

COUNTY COMMISSION OF LEWIS COUNTY

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COMMISSIONERS:
AGNES G. QUEEN
President
PATRICK D. BOYLE
Commission
THOMAS V. FEALY
Commissioner

**LEWIS COUNTY COMMISSION
AMENDED MEETING AGENDA
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MONDAY, MARCH 2, 2015
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**
RE: Exonerations, Consolidations, Apportionments (*action required*)

APPOINTMENTS

- 3. 10:10 AM** **Micah Harris, Community Corrections**
RE: Request for Participation in the 2015-16 Grant for the Lewis Upshur Community Corrections Program. (*action required*)
- 4. 10:20 AM** **Canon Wadsworth, Global Science**
RE: Technology Support Services Overview and Maintenance Agreement
Quote: (tabled from 2/23/15) Global Science and Technology was asked to look

at

enclosed

all computer and network systems for the county. They have prepared the

Maintenance Quote for review with an annual cost of \$16,620.00 (\$1,385.00 per month). The company's primary role will be to act as an agent of the County for technology support and decision making the same as an Information Technology Employee would provide. Proposal includes but is not limited to: (*action*

required)

- support to determine tech problems and work with appropriate vendor to resolve
- a comprehensive on-site equipment/network audit to determine whether equipment needs updates, repair, or configuration changes
- diagnosis and repair of computer equipment-replacement of parts and installation
- install and configure Internet Security Equipment to manage in bound and out bound network traffic
- implement and maintain standardized anti-virus software on all computers/servers
- implementation of network settings and security on all computers
- install/maintain wireless routers, or other communication equipment
- consult on technology purchases to choose which best suits our needs
- participate with any conference calls/meetings that staff will hold with vendors for technology purchases

- provide unlimited desktop, laptop, server and printer support via phone or on-site

5. **10:30 AM Julia Spelsberg, Mayor, City of Weston**
RE: 1) Offer Assistance to the County in their current plans for the 200 Year Anniversary of the Lewis County (*action required*)
2) Proclamation in support of the West Fork River Water Trail proposal. This would establish a water trail from Lewis to Harrison Counties (*action required*)
6. **10:40 AM Cynthia Rowan, County Clerk**
RE: 1) Consent to hire Lisa Parks as a Deputy County Clerk per WV Code §7-7-7.
2) Quotes for purchase of vault for County Clerk's Office (*action required*)
7. **10:50 AM Sheriff Adam Gissy**
RE: The Lewis County Civil Service Board has tested and submitted recommendations to the Sheriff for the vacant deputy's position. Sheriff Gissy requests consent to hire Devon Morgan per WV Code §7-7-7. If approved, oath of office will be given. (*action required*)

CORRESPONDENCE

8. **Upshur County Commission Meeting Agenda:** Copy of the Upshur County Commission Agenda for February 26, 2015(*information only*)
9. **Lewis County Parks and Recreation Meeting Minutes and Agenda:** Minutes of October 27th, 2014 Meeting and Agenda for February 23, 2015 meeting of the Lewis County Parks and Recreation Board (*information only*)
10. **Lewis County Convention and Visitor Bureau:** Lewis County Convention and Visitors Bureau (LCCVB)Minutes of February 3, 2014 and Agenda for March 3, 2015(*information only*)

BUSINESS

11. **Board and Committee Reports:** Individual Commissioners will give reports on any board or Committee meetings they have attended (*information only*)
12. **Signature for West Virginia State Auditor's Office Management Representation Letter:** The West Virginia State Auditor's Office requires a management representation letter be signed and submitted following an audit. This is an assurance that information provided is accurate and all that is pertinent was provided for the county audit(*action required*)
13. **Approval on Purchase of Wall Heater for the County Clerk's Office:** Approval of purchase of wall unit heater in county clerks rear vault to replace the nonfunctional unit; Johnstone Heating has quoted 2 units 1) 15BTU - \$895.00 2) 12BTU - \$847.00. (*action required*)
14. **West Virginia Division of Labor Option for Occupation Safety and Health Coverage:** Correspondence regarding the option for coverage by the West Virginia Division of Labor for Occupational Safety and Health; these are free of charge and offer: educational training programs and materials, consultation services, access to a network of safety and health professionals, inspection of the workplace and recommendations and suggestions to improve the safety of the workplace. (*action required*)
15. **2016 REAP Recycling Grant Application:** 2016 REAP Recycling Grant Application for assistance with recycling programs is now available for download from the West Virginia Department of Environmental Protection website. Application are due no later than 5pm on the first business day of July (*action required*)
16. **Fiscal Year 2016 REAP Electronic Devices Recycling Grant Application:** Information and grant Applications for assistance with electronic devices recycling programs may be downloaded at the West Virginia Department of Environment Protection website. Applications must be postmarked no later than August 31, 2015 (*action required*)

17. Fiscal Year 2016 REAP Litter Control Grant Application: Application for matching grant funds can

be downloaded from the West Virginia Department of Environmental Protection website for programs associated with litter control. Applications must be postmarked by May 31, 2015 (*action required*)

18. Lewis County Economic Development Authority Report: Mike Herron, Executive Director of the Lewis County Economic Development Authority will report on activities/actions of the authority. (*information only*)

19. Time Sheets and Leave Approval: (*action required*)

Tom Alkire

Thursday, February 19 Annual Leave
(tabled from 2/23/15)

ORDERS AND PAYMENT OF EXPENDITURES

20. Presentation by the County Clerk of Orders for the Prior Meeting(s) for Consideration
(*action required*)

21. Expenses for the current period presented for consideration and payment (*action required*)

ADJOURNMENT

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

MEETING/EVENTS

LC Economic Dev. Authority	Wednesday, February 25	5pm	Commission Mtg Room
Board of Equalization	Thursday, February 26	9am	Sine Di
Auditor's Budget Review	Thursday, February 26	9am	Bridgeport, WV
Canvass	Friday, February 27	6pm	Voter Registration
LC CVB	Tuesday, March 3	5:30pm	
Certification of Election	Wednesday, February 25	5pm	Voters Registration
Mountain Lakes CVB	Monday, March 9	Noon	
911 Advisory Meeting	Monday, March 9	6pm	Lewis 911 OEM Center
Community Corrections	Monday, March 9	6pm	Upshur Day Report
Women in Arts Celebration	Saturday, March 14	11am	Glass Museum
LC Fire Fighters Association	Monday, March 16	7pm	Midway
Planning Commission	Wednesday, March 18	3:30pm	Commission Office
LC Park Board	Monday, March 23	6pm	Commission Mtg Room
LC EDA	Wednesday, March 25	5pm	Commission Mtg Room

