

# COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue  
PO Box 466  
Weston, WV 26452  
Phone: (304)269-8200  
Fax: (304)269-2416  
Email: lewiscountycommission@lewiscountywv.org  
Website: lewiscountywv.org



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

**LEWIS COUNTY COMMISSION  
MEETING AGENDA  
110 CENTER AVENUE, 2<sup>ND</sup> FLOOR  
WESTON, WV 26452  
MONDAY, MARCH 9, 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** Lisa Parks RE: Oath of Office for Deputy County Clerk  
(*action required*)

## CORRESPONDENCE

- 4. Upshur County Commission:** Copy of the Upshur County Commission Agenda for March 5, 2015 (*information only*)
- 5. Lewis County Board of Parks and Recreation Audit Report:** Auditor Report for the Lewis County Parks and Recreation Board for the Fiscal Year Ending June 30, 2014. Findings were 1) Segregation of Duties, 2) Adequate supporting documentation for all payments, 3) Receipts for Cash need to be issued, 4) All checks must have dual signatures (*information only*)
- 6. Public Hearing Notification for Comment on National Disaster Resilience Competition Funds:** Notification of Public Hearing and Invitation to Comment on the State Application for National Disaster Resilience Competition Funding. The local meeting will be held March 10, 2014 from 6-7 PM at Fairmont State University, Falcon Center. The federal government has nearly \$1 billion in funds to be awarded to states for assistance in disaster recovery/ hazard mitigation. West Virginia is requesting input from counties, cities and community members for the state application (*information only*)
- 7. US Department of Homeland Security Hazard Mitigation Grant Approval :** The Lewis County Commission has been awarded a US Department of Homeland Security Hazard Mitigation Grant in the amount of \$41,138.00 to install an emergency generator for critical areas of the Lewis County Judicial Annex. This grant will require a \$13,727.00 match from the county. (*information only*)

8. **Lewis County Retiree Medical Subside Actuarial Study:** Per GASB 45, the county must have a retiree medical subside actuarial study. This report details the other post employment benefit obligations the county has for current and future retirees. This is required due to the additional subside provided by the county that is over the premiums assessed by the Public Employees Insurance Agency. The report is for the 2014 fiscal year. (*information only*)
9. **Sheriff's Monthly Vehicle Report:** Sheriff's Vehicle Report including mileage and maintenance for the fleet in February 2015 (*information only*)
10. **Region VII Planning and Development Council Draft 2016-2020 Comprehensive Economic Development Strategy:** Region VII Planning and Development Council's Comprehensive Economic Development Strategy (CEDS) Draft for 2016-2020 is presented for review and comment prior to adoption (*information only*)
11. **Lewis County Animal Control Monthly Report:** Lewis County Animal Control Report for February 2015 including number of animals picked up, dropped at facility, adopted, bounty collected, and animal control vehicle mileage (*information only*)
12. **Suddenlink Cable Price Adjustments:** Due to multiple contract changes, Suddenlink will be adjusting some of their cable prices beginning with the April 2015 billing cycle. There will be no change in the price for telephone service, internet service and basic television service. A \$3.00 sports programming surcharge will be applied to Expanded Basic; the broadcast station surcharge will increase \$3.07 per month; optional tiers of digital service will increase \$1.00 per month per tier; HBO, Cinemax, Showtime, The Move Channel, Starz and Encore will increase \$1.00 per month; wireless router lease fee will increase \$1.00 per month. Taxes, fees and surcharges will be adjusted accordingly. (*information only*)
13. **Louis Bennett Public Library Amended Hotel Motel Tax Allocation Financial Statements:** Amended hotel motel tax allocation financial statements of the Louis Bennett Public Library. The Louis Bennett Public Library receives hotel motel appropriations from the county's portion of taxes collected, per the Lewis County Ordinance, for preservation and protection of the building. (*information only*)

## BUSINESS

14. **Board and Committee Reports:** Individual Commissioners will give reports on any board or Committee meetings they have attended (*information only*)
15. **Lewis County Economic Development Authority Board Appointments:** The Lewis County Economic Development Authority submits the following for review and consideration of board appointment or reappointment: Chris Heater initial appointment; reappointment of Charles Stalnaker, Alicia Flesher, Bruce Loyd, William White and Mike Hines. All terms of office are three years and will expire on December 31, 2017 (*action required*)
16. **Lewis County Parks and Recreation Board Appointments :** The Lewis County Parks and Recreation Board requests the following be reappointed for a three year terms expiring March 1, 2018: Alyce Henry, Tracey Weber III, Richard Messenger and Barb Paugh. (*action required*)
17. **Lewis County Clerk Software Upgrade:** Cynthia Rowan, Lewis County Clerk submits a quote to upgrade the number of licenses required for the county clerk's software . The public terminals, as well as, all employee computers require a software license to operate. The addition of more public terminals to ease record searches has created the necessity to expand the number of licenses for this software.
18. **Lewis County Clerk Request to Increase Office Daily Operations Fund Balance:** The West Virginia State Auditor's Office has issued an audit finding for numerous years mandating individual cash drawers for all employees in the County Clerk's office. Cynthia Rowan, County Clerk, has purchased eight (8) cash drawers, one to be assigned to each of her 8 employees. Currently her office carries \$100.00 in daily operations funds for one cash drawer. The Clerk requests an additional \$140.00 to be kept in the daily operations fund balance to allow resources for each employee to process daily transactions. (*action required*)

19. **Lewis – Gilmer Emergency 911 Dispatch Agreement with the City of Weston:** Approval and Signature of a Letter of Agreement between the City of Weston and Lewis County Commission for E911 and Dispatch Services for Fiscal Year 2015-2016. 911 dispatch is funded by the 911 fees. The city will pay \$36,000.00 for non-emergency call answering services. *(action required)*
20. **Notification of the Army Corps of Engineers Inter-Agency Dam Safety Meeting at Stonewall Jackson Dam:** The annual Stonewall Jackson Dam inter-agency dam safety meeting will be held Thursday, April 2, 2015 at 9:30 AM at the dam. RSVP requested *(action required)*
21. **Resolution for Lewis County Small Cities Block Grant:** The West Virginia Development Office requires the recipient of a Small Cities Block Grant to sign a resolution agreeing to the terms of the grant. Lewis County has been awarded a grant for the North West Water Project. A resolution as required by the West Virginia Development Office is presented for adoption. *(action required)*
22. **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)*
23. **Time Sheets and Leave Approval:** *(action required)*
  - a) Rick Stout Friday, May 15, 2015 Annual Leave
  - Monday, May 18, 2015 Annual Leave

**ORDERS AND PAYMENT OF EXPENDITURES**

24. **Presentation by the County Clerk of Orders for the Prior Meeting(s) for Consideration** *(action required)*
25. **Expenses for the current period presented for consideration and payment** *(action required)*

**ADJOURNMENT**

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

**1:00 PM WORK SESSION: The Lewis County Commission will hold a work session beginning at 1:00 PM in the commission meeting room to review the 2015-16 Fiscal Year Budget requests by elected officials/department heads.**

**MEETING/EVENTS**

LC CVB	Tuesday, March 3	5:30pm	
Certification	Thursday, March 5	6pm	Voter 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
LEPC	Wednesday, March 18	Noon	Lewis EMS
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

**MEETING/EVENTS**

LC CVB	Tuesday, March 3	5:30pm	
Certification	Thursday, March 5	6pm	Voter 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