

# COUNTY COMMISSION OF LEWIS COUNTY

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

**LEWIS COUNTY COMMISSION**  
**110 CENTER AVENUE, 2nd FLOOR**  
**WESTON, WV 26452**  
**MEETING AGENDA**  
**November 9, 2015**

## 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  
Draft copies will be available for review upon request  
Thursday, November 5, 2015. (*action required*)

## APPOINTMENTS

- 3. 10:10 AM T. Chad Kelley, Lewis County Assessor**  
**RE:** Assessor Kelley is requesting consent of the County Commission to advertise for a field deputy assessor to fill the vacancy created by the retirement of Marcia Todd. This position will be funded by the Assessor Valuation Fund and employment will begin after approval from the Public Service Commission no sooner than January 1, 2016. (*action required*)

## CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission meeting agenda for Thursday, November 5, 2015 (*information only*)
- 5. Lewis County Animal Control Monthly Report:** Lewis County Animal Control Monthly Report For October 2015 including: number of animals picked up, dropped at facility, adopted, bounty collected and vehicle mileage (*information only*)
- 6. Shenandoah Cable Television (SHENTEL) Franchise Payment:** Quarterly franchise agreement remittance for Lewis County for the months of July, August, September 2015 in the amount of \$10,069.37 (*information only*)
- 7. West Virginia University Health Sciences Last to First Kick Off Meeting:** Invitation to participated in the kick off planning meeting for an initiative of the West Virginia University Health Science Center call *Last to First*. This program will work with community leaders and citizens in each county to set up a sustainable structure and process to continually and equitably improve the health and well being of its citizens. The meeting will be held Monday, November 30, 2015 from 11:00 am to 3:00 pm at Stonewall Resort. RSVP is requested. (*information only*)

- 8. Lewis County Retiree Health Care Actuarial Study:** As a part of the Government Accounting Standards, Lewis County is required to have an actuarial study completed for other post employment benefits associated with the county's premium subsidy above that given by the Public Employee's Insurance Agency. *Beneassist* has completed the study for the fiscal year ending July 1, 2015. This information will be included in the county financial statement. *(information only)*
- 9. Announcement of Fiscal Year 2015-2016 Community Justice Grant Awards:** Governor Tomblin announces \$43.6 million in funding to support community justice programs. Lewis County was awarded \$ 35,865.00 for the Victims of Crime Advocacy Program. *(information only)*
- 10. Sheriff's Monthly Vehicle Report:** Sheriff's Monthly Vehicle report for July 2015 including mileage and maintenance for the fleet *(information only)*
- 11. Lewis Gilmer Emergency 911 Monthly Call Report:** Report of activities for the Lewis Gilmer Emergency 911 Center for the month of October, 2015 including: number of calls, agency totals, disposition of calls, etc. *(information only)*
- 12. West Virginia 211 Service Notification:** Information regarding a free statewide program that will provide citizens with a referral to programs and services in the area to assist with the needs and challenges of everyday life by dialing 211. Operators are on call 24/7 to offer compassionate referrals to existing state programs. *(information only)*

## BUSINESS

- 13. Boards and Committees:** Commissioners will give reports on any board and/or committee meeting(s) attended including: Community Corrections. *(information only)*
- 14. Lewis County Fire Board Request to Place Fire Levy on the 2016 Primary Ballot:** The Lewis County Fire Board met with the Lewis County Commission to request a fire levy be placed on the 2016 Primary Ballot. This issue was tabled at the November 2, 2015 meeting to allow all three county commissioners the opportunity to be present for discussion. *(action required)*
- 15. Corrections to the County Financial Statement:** Information required by the Government Accounting Standards 68 was not included on the county financial statement. This is the other post employment benefit liability assigned to each county for employee pensions plans. The information assigning each county's liability was not provided by the retirement system until after Lewis County's Financial Statement had been prepared. The vendor the county contracts to prepare the Financial Statement quoted a fee of \$750.00 to revise with this information. This matter was tabled at the November 2, 2015 County Commission meeting to allow the opportunity to contact the West Virginia State Auditor's Office about the required revision. The Auditor's Office stated that their field auditors could do this revision during the county audit. The county will decide if the vendor services are required. *(action required)*
- 16. Fiscal Year 2015-16 Budget Revision:** A revision for the Fiscal Year 2015-16 budget to be sent to the West Virginia Auditor's Office for approval is presented. This revision increases estimated revenues by \$28,871.00. Expenditures line items have been increased to balance this additional revenue. *(action required)*
- 18. Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron *(information only)*
- 19. Timesheets and Leave Requests *(action required)***
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|----------------|--------------|--|
| Barbara Winans | Annual Leave | November 20, 2015                                |
|                |              | December 10, 11, 16 (4 hrs), 17, 18 and 28, 2015 |

**ACTIONS ORDERS AND PAYMENT OF EXPENDITURES:**

20. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, November 5, 2015.
21. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** Draft copies will be available for review upon request Thursday, November 5, 2015. *(action required)*
22. **Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, November 5, 2015. *(action required)*

**ADJOURNMENT:**

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

**LEWIS COUNTY COMMISSION  
MEETING MANAGEMENT**

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.

*Roberts Rules of Order is utilized as a guide only.  
The Commission controls meeting management, discussion and  
input.*