

# 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  
110 CENTER AVENUE, 2nd FLOOR  
WESTON, WV 26452  
AMENDED AGENDA  
Monday, October 17, 2016  
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  
Draft copies will be available for review upon request  
on Thursday, October 13, 2016 (*action required*)

## APPOINTMENTS

- 3. 10:10 AM William Rowan, E911/Office of Emergency Management Director**  
RE: Mr. Rowan and the Lewis County Commission present certificates of appreciation  
to: (*action required*)
  - Rick Stout for 25 years of service as Assistant Director of Emergency Management and Advisory Board Member.
  - James Gum for 22 years of service to the E911/Office of Emergency Management.
- 4. 10:20 AM Chris Richards, Executive Director Lewis County Convention and Visitors Bureau**  
RE: Quarterly report (July, August, September, 2016) of activities of the Lewis County Convention and Visitors Bureau (*information only*)

## CORRESPONDENCE

- 5. Upshur County Commission Meeting Agendas:** Upshur County Commission Meeting Agendas for October 6, 2016 and October 13, 2016 (*information only*)
- 6. Jane Lew Public Service District Regular Meeting Agenda:** Agenda for the October 13, 2016 Jane Lew Public Service District Regular Meeting. (*information only*)
- 7. Sheriff's Monthly Vehicle Report:** Report of mileage and vehicle maintenance for the fleet for September, 2016. (*information only*)
- 8. Lewis-Gilmer Emergency 911 Monthly Call Report:** Lewi- Gilmer Emergency 911 Monthly Call Report including number of calls received by agency, disposition of calls and call totals. (*information only*)
- 9. Lewis County Sheriff's Monthly Settlement:** Lewis County Sheriff's Monthly Settlement (reconciliation) of Lewis County financial accounts for September, 2016. (*information only*)
- 10. West Virginia Public Service Commission Distribution of Quarterly Lewis County Wireless E911 Subscriber Fees:** The West Virginia Public Service Commission has released the July, August and September 2016 Lewis County quarterly Wireless E911 subscriber fees in the amount of \$116,511.03. Last quarter Lewis County's distribution was \$108,940.76. (*information only*)
- 11. September, 2016 Lewis County Regional Jail and Correctional Facility Invoice:** Invoice for Lewis County inmates housed at a West Virginia Regional Jail and Correctional Facility in September, 2016 in the amount of \$85,402.50 (1,770 inmate days X 48.25 per diem). (*information only*)

12. **Lewis-Gilmer Emergency 911 Advisory Board Meeting Minutes:** Minutes from the October 11, 2016 Lewis-Gilmer Emergency 911 Advisory Board Meeting Minutes. (*information only*)

**BUSINESS**

13. **Board(s) and Committee(s) Reports:** Commissioners will give a report on any board(s) or committee(s) they have attended including: Tour of Latham Pool facility; Lewis County 4-H Open House, Lewis County Chamber of Commerce Annual Dinner. (*information only*)
14. **Lewis County Sheriff Adam M. Gissy Fiscal Year 2016 Sheriff's Settlement:** Sheriff Adam M. Gissy submits the Fiscal Year 2016 Sheriff's Settlement of accounts for the commission's approval. (*action required*)
15. **Lewis Upshur Animal Control Facility Volunteer Form and Guidelines:** The Upshur County Commission has approved a modification to the volunteer policy previously approved by the Lewis County Commission. This change raised the age limit for volunteer service from 16 years of age to 18 years of age. The modified Volunteer Application Form and Guidelines are presented for review and approval. (*action required*)
16. **Fiscal Year 2016 Lewis County Financial Statement:** The West Virginia State Auditor's Office has completed the Fiscal Year 2016 Lewis County Financial Statement. It is presented to the Lewis County Commission for review and approval. (*action required*)
17. **Appointment of James Cody Clevenger as Lewis County Fiduciary Commissioner:** The Lewis County Commission is asked to appoint James Cody Clevenger as a Fiduciary Commissioner. This appointment will provide four (4) Fiduciary Commissioners for the county. The distribution of political affiliation for Fiduciary Commissioners per West Virginia Code is satisfied. (*action required*)
17. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. (*information only*)
18. **Timesheets and Leave Requests** (*action required*)
- |    |                 |                              |              |
|----|-----------------|------------------------------|--------------|
| a) | Michael Herron  | September Monthly Time Sheet |              |
| b) | Tom Alkire      | Friday, September 30, 2016   | Annual Leave |
| c) | Barabara Winans | Monday, October 31, 2016     | Annual Leave |
|    |                 | Thursday, November 3, 2016   | Annual Leave |
|    |                 | Tuesday, November 15, 2016   | Annual Leave |

**ACTIONS, ORDERS , ESTATE SETTLEMENTS AND PAYMENT OF EXPENDITURES:**

19. **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, October 13, 2016. (*action required*)
20. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, October 13, 2016. (*action required*)
21. **Approval of Estate Settlements:** County Clerk Cynthia S. Rowan presents the Estates ready for Settlement to the Lewis County Commission for approval. Draft Copies will be available for review upon request Thursday, October 13, 2016. (*action required*)
22. **Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, October 13, 2016 (*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.*

