

COUNTY COMMISSION OF LEWIS COUNTY

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Commissioner

LEWIS COUNTY COMMISSION 110 CENTER AVENUE, 2nd FLOOR WESTON, WV 26452 AMENDED MEETING AGENDA MONDAY, JANUARY 9, 2017

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. **10:00 AM Call Meeting to Order** (*action required*)
2. **10:05 AM John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review Thursday, January 5, 2017 upon request. (*action required*)

APPOINTMENTS

3. **10:15 AM Lewis County Fire Board**
RE: The Lewis County Fire Board requests approval from the Lewis County Commission to pose a fire levy by special election to the voters for consideration in March, 2017. The levy would be for a five year duration and generate \$100,000.00 annually to each of the county's six volunteer fire departments. (*action required*)

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** The Upshur County Commission meeting agenda for January 5, 2017 is presented for review. (*information only*)
5. **Sheriff's Monthly Vehicle Report for December 2016:** Sheriff's Monthly Vehicle report December, 2016 including mileage and maintenance for the fleet. (*information only*)
6. **Lewis County Convention and Visitor's Bureau Meeting Minutes and Agenda:** Lewis County Convention and Visitor's Bureau November 1, 2016 Meeting Minutes and Agenda for the January 3, 2017 meeting. (*information only*)

BUSINESS

7. **Board(s) and Committee(s) Reports:** Reports from Commissioners from any board(s) or Committee(s) meetings attended including: Lewis County Convention and Visitors Bureau. (*information only*)
8. **Repairs to the Process Server's Vehicle:** The vehicle used by the Lewis County Process Server has a cracked head and a non-functioning water pump. Sheriff Gissy appeared at the January 3, 2017 Lewis County Commission meeting to discuss options for the repair of this

vehicle. He presented a quote of \$5,500.00 to replace the engine. The County Commission directed Sheriff Gissy to investigate leasing a vehicle, price for a used vehicle and price for a new vehicle. The Sheriff has obtained these requested quotes. *This item was tabled at the January 3, 2017 meeting. (action required)*

9. **Lewis County Vehicle Maintenance Contract Advertisement:** The Lewis County Commission has bid the maintenance work for the Sheriff's Department and E911/ Office of Emergency Management Vehicles for the past few years. A draft advertisement and service detail is presented for review and consideration of the Commission. *(action required)*
10. **Law Enforcement Overtime Usage Chart:** Sheriff Adam Gissy has prepared an overtime usage chart for Law Enforcement hours from July, 2016 to November, 2016. The Sheriff requests the County Commission consider revising his overtime budget to offset some of the extraordinary circumstances that his department has incurred. *(action required)*
11. **Resignation of Sharon Ross as a Member of the Lewis County Fire Board and Request for Replacement Member:** The Lewis County Fire board has received a letter of resignation from Sharon Ross. The Commission is asked to approve this resignation. Additionally, the Fire Board is requesting a replacement from the Hackers Creek District be named to fill this vacancy. *(action require)*
12. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Michael Herron. *(information only).*
13. **Timesheets and Leave Requests** *(action required)*
14. **Request to Transfer Annual/Compensatory Leave to Sick Leave to Avoid Loss per Lewis County Personnel Policy Manual** *(action required)*
 - a) Joyce Helmick 3 days Annual Leave to Sick Leave
 - b) Sandra Smith 68 Hours Annual Leave to Sick Leave
 - c) Amy Simmons 40 Hours Annual Leave to Sick Leave
 - d) Joan Riffle 56 Hours Annual Leave to Sick Leave
 - e) Michael Cayton 36 Hours Annual Leave to Sick Leave
 - f) Terri Cole .5 Hours Annual Leave to Sick Leave

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

15. **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, January 5, 2017. *(action required)*
16. **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, January 5, 2017. *(action required)*
17. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** Draft copies will be available for review upon request Thursday, January 5, 2017. *(action required)*
18. **Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, January 5, 2017. *(action required)*

ADJOURNMENT:

19. **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.*