

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



**COMMISSIONERS:**  
**PATRICK D. BOYLE**  
President  
**AGNES QUEEN**  
Commissioner  
**ROD WYMAN**  
Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2nd FLOOR  
WESTON, WV 26452  
AMENDED MEETING AGENDA  
MONDAY, February 6, 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, February 2, 2017 upon request. (*action required*)

**APPOINTMENTS**

- 3. 10:10 AM John Breen, Lewis County Assessor**  
**RE:** Per West Virginia Code §7-7-7, Lewis County Assessor John Breen requests consent of the commission to hire Rebekah Lockwood as a Deputy Assessor effective February 16, 2017. (*action required*)

**CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for February 2, 2017. (*information only*)
- 5. State of West Virginia, Property Tax Division Statewide Computer Network Budget Estimate:** The West Virginia State Tax Department has submitted an estimate for Fiscal Year 2018 of \$43,942.00 for the annual Statewide Computer Network to be used for budgeting purposes. (*information only*)

**BUSINESS**

- 6. Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Board of Review; Goal Work Session; County Commissioners Association of West Virginia Conference Call. (*information only*)
- 7. Lewis County Ambulance Authority Board Reappointment Requests:** The Lewis County Ambulance Authority requests Mindy Hall and Reggie Hawver be reappointed to the Board. Both terms will expire December 31, 2018. (*action required*)
- 8. United States Census Bureau Invitation to update Census Information:** In July, 2017 an invitation to participate in the 2020 Census Local Update of Census Addresses will be sent to the county. The Census Bureau offers the county an opportunity to complete information prior to that will help in accurate census data. Consideration of forwarding to the Address Office for completion is requested. (*action required*)

9. **Engagement Letter for External Counsel to Pursue Collection of Delinquent Personal Property Taxes:** The Lewis County Commission accepted the proposal of Stephen Sluss, Esquire to collect delinquent personal property taxes. Signature of the letter of engagement is requested. *(action required)*
10. **Records Management and Preservation Grant Reimbursement for the Lewis County Circuit and County Clerks Offices:** Approval and Signature on the Request for Reimbursement for the FY 2017 Records Management and Preservation Grant. This funding allowed the Lewis County Circuit Clerk to hire a part time person to scan documents and the Lewis County Clerk's Office employees to scan and index additional documents after normal business hours. *(action required)*
11. **Vehicle Fleet Maintenance Bids:** The Lewis County Commission accepted the bids from Pickens Automotive and Suttle's Well Service for vehicle maintenance for the Lewis County Sheriff's Department and Office of Emergency Service/E911 at the January 26, 2017 meeting. These bids were sent to the Sheriff and Office of Emergency Management/E911 Director for comparison and accuracy. Their report will be provided for consideration of bid award. *(action required)*
12. **Lewis County Building Commission Request for Member Reappointment:** The Lewis County Building Commission requests Charles Stalnaker be reappointed as a member of this Board. His term of office will expire February 1, 2021.*(action required)*
13. **Citizens Ride-Along Request:** Rebecca Young requests to do a Citizens Ride-Along with the Lewis County Sheriff's Department. Ms. Young is reporter for the *Weston Democrat*. This ride-a-long will assist with her work. *(action required)*
14. **Courthouse Security Grant Reimbursement:** Lewis County was awarded a Court Security Grant to assist with a microowave connection of the cameras at the Lewis County Judicial Annex and the E911 Center. This is for security after normal business hours at the Annex. *(action required)*
15. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Michael Herron. *(information only).*
16. **Request to Transfer Annual/Compensatory Leave to Sick Leave per Lewis County Personnel Policy Manual***(action required)*
  - a) Martha Tatman 4 Hours Annual Leave to Sick Leave
17. **Timesheets and Leave Requests** *(action required)*
  - a) Lucinda A. Whetsell January Monthly Time Sheet
  - b) Michael Herron January Monthly Time Sheet

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

18. **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 on Thursday, February 2, 2017. *(action required)*
19. **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, February 2, 2017. *(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, February 2, 2017. *(action required)*
21. **Expenses for the current period presented for consideration of payment.**

Draft copies will be available for review upon request Thursday, February 2, 2017.  
(*action required*)

**ADJOURNMENT:**

**22. 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.*