

# COUNTY COMMISSION OF LEWIS COUNTY

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Commissioner  
**Rod Wyman**  
Commissioner

**LEWIS COUNTY COMMISSION**  
**110 CENTER AVENUE, 2nd FLOOR**  
**WESTON, WV 26452**  
**AMENDED MEETING AGENDA**  
**MONDAY, April 10, 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, April 6, 2017 upon request. (*action required*)

## **APPOINTMENTS**

3. **10:15 AM Lewis County National Day of Prayer Task Force**  
**Proclamation for National Day of Prayer**  
**RE:** The Lewis County National Day of Prayer requests the Lewis County Commission execute a proclamation observing National Day of Prayer in Lewis County.  
(*action required*)
4. **10:30 AM Louella Clem**  
**Lewis County Fire Board Member Oath of Office**  
**Re:** Louella Clem was appointed as a member of the Lewis County Fire Board by the Lewis County Commission on March 27, 2017. This is an unexpired term that will expire June 30, 2019 The oath of office will be administered. (*action required*)
5. **10:40 AM Proclamation for 911 Telecommunicator's Week:**  
**RE:** The Lewis County Commission is asked to execute a proclamation declaring the week of April 10-14, 2017 as Lewis County 911 Telecommunicator's week.  
(*action required*)
6. **10:45 AM Proclamation for Lewis County Animal Control Officers Appreciation Week**  
**RE:** The Lewis County Commission is asked to execute a proclamation declaring the week of April 10-14, 2017 as Lewis County Animal Control Officers Appreciation week. (*action required*)
7. **11:00 AM Estate of Sylvia Washburn.**  
**Consideration of Admission of Copy of a Will**  
**Re:** The Lewis County Commission is asked to consider the admission to probate a copy of the will of Sylvia Washburn. The family is not able to locate the original. Reference West Virginia Code §41-5-10. (*action required*)

8. 11:15 AM **Sheriff Adam M. Gissy**  
**Advice and Consent to Hire a Law Enforcement Deputy to Fill a Vacant Position**  
**Re:** Sheriff Adam M. Gissy request advice and consent of the Lewis County Commission to hire Jamie Turner as a Lewis County Deputy Sheriff to fill the vacant position. Mr. Turner has been approved by the Lewis County Civil Service Commission. If approved the oath of office will be administered. *(action required)*
9. 11:30 AM **Sergeant Michael D. Cayton, Lewis County Sheriff's Department**  
**Fiscal Year 2018 Justice Assistance Grant Funding**  
**Re:** Sergeant Cayton will present the Fiscal Year 2018 Justice Assistance Grant application. This grant will assist in funding the Prevention Resource Officer position at Lewis County High School. The grant is a collaborative project of the Lewis County Commission and Lewis County Board of Education. The Commission will be asked to approve and sign this application. *(action required)*

#### **CORRESPONDENCE**

10. **Upshur County Commission Meeting Agenda:** The Upshur County Commission Agenda for April 6, 2017 is received. *(information only)*
11. **Lewis County Animal Control Monthly Report:** Lewis County Animal Control Report for March 2017 including: number of animals picked up, dropped at facility, adopted, bounty collections and vehicle mileage *(information only)*
12. **Approval of Lewis County Fiscal Year 2018 Levy Estimate (Budget):** In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor has approved the Lewis County Fiscal Year 2018 Levy Estimate(Budget). The Lewis County Commission will meet on the third Tuesday in April (April 18, 2017) to adopt the county levy rates. *(information only)*
13. **West Virginia Development Office Notification of Small Cities Block Grant Application Submission Date and Guidelines:** The West Virginia Development Office will be receiving Small Cities Block Grant Applications on or before June 30, 2017. Guidelines for the application process are included. *(information only)*
14. **Lewis Upshur Enhanced 911 Center Monthly Report:** March, 2017 monthly report of activities by the Lewis Gilmer Enhanced 911 Center including: number of calls, calls by agency, and disposition of calls. *(information only)*

#### **BUSINESS**

15. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Lewis County Convention and Visitor's Bureau; Lewis County Economic Development Authority; County Commissioner's Association of West Virginia Conference Call; Ribbon Cutting for new business. *(information only)*
16. **Consideration of Moving the County Human Resource and Budget Review to the Office of the Lewis County Commission:** The Lewis County Commission will consider moving the county's Human Resource and Budget Review from the County Clerk's Office to the office of County Commission. These services are currently provided by the County Commissioners Office in numerous counties and are the statutory requirement of the County Commission. *(action required)*
17. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Michael Herron. *(information only)*.
18. **Timesheets and Leave Requests** *(action required)*

#### **ACTIONS, ESTATE SETTLEMENTS, ORDERS 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 on Thursday, April 6, 2017. *(action required)*

20. **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, April 6, 2017. *(action required)*
21. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** Draft copies will be available for review upon request Thursday, April 6, 2017. *(action required)*
22. **Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, April 6, 2017. *(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.*