

# COUNTY COMMISSION OF LEWIS COUNTY

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Rod Wyman  
Commissioner

→ LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2nd FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
Monday, June 19, 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, June 15, 2017 upon request. (*action required*)

## APPOINTMENTS

4. 10:10 AM County Property and Liability Insurance Quotes  
RE: Lewis County's Property Liability Insurance coverage expires June 30, 2017 at midnight. Proposals for July 2017 to June 2018 coverage will be accepted and reviewed by the commission. Award of insurance will be issued. (*action required*)
5. 10:20 AM William Rowan, Director, E-911 and Office of Emergency Management  
RE: Approval of Dispatch Contracts for dispatch services to the City of Weston and Gilmer County. (*action required*)

## CORRESPONDENCE

6. Upshur County Commission Meeting Agenda: Upshur County Commission Meeting Agenda for June 15, 2017. (*information only*)
7. West Virginia State Tax Department Notification of Auction of Delinquent and Nonentered Property: The West Virginia State Tax Department will be auctioning properties sold by the Sheriff of Lewis County and awarded to the State of West Virginia on July 11, 2017. A list of these properties is presented for review. (*information only*)
8. West Virginia Regional Jail and Correctional Facility Monthly Invoice: May 2017 monthly invoice for Lewis County inmates housed in the Regional Jail: 1,400 X \$48.25 per diem = \$67,550.00 (*information only*)
9. Sheriff's Monthly Settlement: Sheriff Adam Gissy submits the May 2017 Monthly Settlement (reconciliation) of Lewis County financial accounts (*information only*)
10. Jane Lew Public Service District Meeting Minutes: Minutes of the Jane Lew Public Service Meeting held on April 13, 2017 (*information only*)

11. **Lewis Gilmer Enhanced 911 Advisory Board Meeting Minutes:** Minutes of the Lewis Gilmer Enhanced 911 Advisory Meeting held on June 12, 2017. *(information only)*
12. **Invitation to the Willow Creek Outdoor Classroom/Natural Park Dedication:** There will be a dedication ceremony for the Willow Creek Outdoor Classroom/Natural Park on Tuesday, June 20, 2017 at 6:00 PM at the park. *(information only)*
13. **Lewis Upshur Community Corrections Special Board Meeting Agenda:** The Lewis Upshur Community Corrections program will hold a special Board Meeting on Monday, June 26, 2017 at 6:00 PM at the Upshur County Day Report Center. Agenda for this meeting is presented for review. *(information only)*

#### **BUSINESS:**

14. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Ribbon Cutting for Lightburn's Family Restaurant; Almost Heaven BBQ Bash; Alum Bridge Neighborhood Watch. *(information only)*
15. **West Virginia Division of Culture and History Records Management and Preservation Grant Reimbursement:** Lewis County was awarded a Records Management and Preservation Grant for scanning and indexing in the Circuit and County Clerk's Offices. The third quarter grant reimbursement is presented for signature. *(action required)*
16. **Contract Renewal with Global Science and Technology, Inc.:** Lewis County has contracted our IT service with Global Science and Technology, Inc. A renewal contract is presented for execution. The monthly charge of \$1,385.00 remains the same as in prior years. *(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, June 15, 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, June 15, 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, June 15, 2017. *(action required)*
22. **Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, June 15, 2017. *(action required)*

#### **RECESS FOR LUNCH**

23. **Review of the Fiscal Year 2017 Budget as of May 31, 2017.** *(action required)*
24. **Executive Session WV Code §6-9A-4:** The Commission will enter into executive session per WV Code §6-9A-4 to discuss personnel issues including transfer of employees and current staffing needs. *(action required)*
25. **Retiree Health Care Subsidy:** The Commission will discuss the county's retiree health care subsidy. The discussion may result in an executive session if specific personnel issues need to be discussed. *(action required)*

26. **Modifications to staffing for Fiscal Year 2018:** Following discussion in work session the commission will take any action needed, after public discussion is held regarding employee transfers and staffing needs. *(action required)*
27. **Approval for Christina Flanigan, Lewis County Prosecuting Attorney to advertise for an assistant to fill the vacancy created by the retirement of Robert Morris.** *(action required)*

**ADJOURNMENT:**

28. **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.*