

# COUNTY COMMISSION OF LEWIS COUNTY

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

**LEWIS COUNTY COMMISSION**  
**110 CENTER AVENUE, 2nd FLOOR**  
**WESTON, WV 26452**  
**AMENDED AGENDA**  
**Monday, September 25, 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, September 21, 2017 upon request. (*action required*)

## **APPOINTMENTS**

- 3. 10:15 AM Cynthia S. Rowan, County Clerk**  
**RE: Executive Session §6-9A-4**  
The County Clerk requests an executive session per West Virginia Code §6-9A-4 to discuss the potential of using the West Virginia Division of Health and Human Service Work Agreement to place someone in her office. (*action required*)

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agendas:** Upshur County Commission Meeting Agendas for September 14 and September 21, 2017. (*information only*)
- 5. Sheriff's Monthly Settlement:** Sheriff Adam Gissy submits the August 2017 Monthly Settlement (reconciliation) of Lewis County Financial Accounts. (*information only*)
- 6. Lewis Gilmer E-911 Monthly Report:** Report of Activities by the Lewis Gilmer E-911 Center for the month of August 2017 including number of calls and disposition by agency. (*information only*)
- 7. Lewis-Gilmer E-911 Advisory Board:** Minutes of the Lewis-Gilmer E-911 Advisory Board meeting for September 11, 2017. (*information only*)
- 8. West Virginia Regional Jail Monthly Invoice:** August 2017 monthly invoice for Lewis County inmates housed in the Regional Jail: 1,717 inmate days X 48.25 per diem= \$82,845.25. (*information only*)
- 9. Sheriffs Monthly Vehicle Report:** Sheriffs Monthly Vehicle report for August 2017 including fleet mileage. (*information only*)
- 10. Lewis County Animal Control Monthly Report:** Report of activities by the Lewis County Animal Control Officer for the month of August, 2017 including: number of complaints; number of animals picked up; number of animals brought to the facility; number of animals adopted; number of animals euthanized; and bounty collected. (*information only*)
- 11. Lewis Upshur Animal Control Facility Monthly Report:** Report of activities at the Lewis Upshur Animal Control Facility identified by cat and dogs including: number of animals brought to the pound by each agency; number of animals left in the drop box/ number of animals adopted; number of animals returned to owner; number of animals adopted; and number of animals euthanized in August. (*information only*)

12. **Jane Lew Public Service District Meeting Agenda and Minutes:** Jane Lew Public Service District Agenda for September 2017 and Minutes for the Regular Meeting of August 10, 2017. *(information only)*
13. **Louis Bennett Public Library:** Louis Bennett Public Library quarterly report for May, June, July, August and September 2017 including minutes and financial reports. *(information only)*
14. **Lewis County Chamber of Commerce Annual Dinner Invitation:** The Lewis County Chamber of Commerce will hold its 82nd Annual Dinner on Tuesday, October 10, 2017. Social Hour will be at 5:30pm in the Assembly Hall and dinner will begin at 6:30pm in the Mt. Vernon Dining Hall. *(information only)*

**BUSINESS**

15. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: County Commissioners Association of West Virginia, Lewis County Fire Board; Lewis Gilmer E911 Advisory Council; Lewis County Chamber of Commerce Collaborative Cruise; Lewis Upshur Community Corrections; Region 7 Planning and Development Council; Personnel Policy Work Session; Region 6 Workforce Investment Board; West Virginia Community and Development Impact Summit; National Association of Counties Economic Development Committee Conference Call; North Central West Virginia Airport Authority; Governor's Invitation only Road Bond event; Paint the Town Blue. *(information only)*
16. **Date for Halloween (Trick or Treat):** The City of Weston has set Trick-or-Treat for Tuesday, October 31st from 6pm to 7pm. The County Commission will set the date for the county. *(action required)*
17. **Approval of Delinquent Tax List:** Sheriff Adam M. Gissy presents the Tax Year 2016 Delinquent Tax List. The Lewis County Commission is asked to certify the list. *(action required)*
18. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Michael Herron. *(information only)*.
19. **Timesheets and Leave Requests** *(action required)*

a) Barb Winans	October 4	Annual Leave
b) Rick Stout	October 13	Annual Leave and Comp Time
	November 20, 21, and 22nd	Annual Leave and Comp Time
	December 26, 27, 28 and 29th	Annual Leave and Comp Time

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

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

**ADJOURNMENT:**

24. With no further action being required by the Lewis County Commission, the meeting will be adjourned. *(action required)*

**1:00 PM            WORK SESSION**  
**THE LEWIS COUNTY COMMISSION WILL HOLD A WORK SESSION**  
**TO REVIEW THE COUNTY PERSONNEL POLICY MANUAL.**

## **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 sS6-9A-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.