

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, OCTOBER 16, 2017**

SILENT MEDITATION AND PLEDGE OF ALLEGIENCE

- 1. 10:00 AM** **Call Meeting to Order**
- 2. 10:05 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review Thursday, October 12, 2017.
(*action required*)

APPOINTMENTS

- 3. 10:10 AM** **Lewis County 4-H**
**RE: Proclamation for Lewis County 4-H and Invitation to the
2017 Achievement Banquet**
The Lewis County Commission is asked to execute a proclamation in Honor of Lewis County 4-H. Additionally, an invitation to the 2017 Lewis County 4-H Achievement Banquet is extended to the commission. This will be held October 22, 2017 at 1:30 at Broad Street United Methodist Church. (*action required*)
- 4. 10:20 AM** **Cynthia S. Rowan, Lewis County Clerk**
**RE: Advice and Consent per West Virginia State Code §7-7-7 to Fill a Vacancy
Created by Retirement in the County Clerk's Office**
The County Clerk requests advice and consent per West Virginia Code §7-7-7 to hire Kimberly Ann Curtis as a Deputy County Clerk to fill the vacancy due to retirement in her office. If approved the oath of office will be administered. (*action required*)
- 5. 10:30 AM** **William Rowan, Office of Emergency Management/E911 Director**
**RE: Consideration of Change in Compensation for Lewis Gilmer Emergency
Emergency Telecommunicators**
Mr. Rowan will present to the Commission a compensation comparison between Lewis Gilmer Emergency Telecommunicators and surrounding county Telecommunicators. Discussion regarding an increase in wage for Lewis Gilmer Telecommunicators will be held.

6. 1:30 PM

Work Session: Budget

The Lewis County Commission will conduct a work session with department heads and elected officials to review the first 3 months of the FY 2018 Budget. Scheduled times are attached to the agenda. (*information only*)

CORRESPONDENCE

- 7. Upshur County Commission Meeting Agendas:** Upshur County Commission meeting agendas for October 5 and October 12, 2017. (*information only*)
- 8. Sheriff's Monthly Vehicle Report:** Sheriff's Monthly Vehicle Report for September 2017 including fleet mileage. (*information only*)
- 9. Jane Lew Public Service District Meeting Agenda:** October 12, 2017 Meeting Agenda for the Jane Lew Public Service District (*information only*)
- 10. Louis Bennett Public Library Month Report:** Louis Bennett Public Library report for September 2017 including: Board meeting minutes and financial report; attendance at the library; internet use; photocopy use; groups using library; fines and events. (*information only*)
- 11. West Virginia Public Service District E-911 Wireless Subscriber Fee Quarterly Disbursement:** The West Virginia Public Service Commission has disbursed \$122,886.66 to Lewis County for Wireless Subscriber fees for the Months of July, August and September, 2017. Last quarter, the county received \$109,501.86. (*information only*)
- 12. SuddenLink Notification of Standardized Pricing:** Sudden Link dba Altice will be standardizing pricing for the SD/HD Non-DVR set top box to \$10.00 effective November 2017. This adjustment translates into monthly change between \$.01 to a maximum of \$5.00 for certain existing customers. (*information only*)

BUSINESS

- 13. Board(s) and Committee(s) Reports:** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: West Virginia Road Bond Election and Canvas; Ambulance Authority; Alum Bridge Neighborhood Watch; North Central Regional Airport Luncheon; Meet and Greet at Louis Bennett Library; Lewis County Chamber of Commerce Dinner; 200th Birthday Celebration Committee; Breast Cancer Awareness Luncheon; Emergency Response Webinar; Domestic Violence Awareness Ceremony.
- 14. Fiscal Year 2019 West Virginia Records Management and Preservation Grant Submissions:** The Fiscal Year 2019 WV Records Management and Preservation Grant Cycle is open. Sheriff Adam Gissy, County Clerk Cynthia S. Rowan and Circuit Clerk Beth Burkhart have requested projects be submitted. Grant applications are presented for the Commission's approval of submission. (*action required*)
- 15. Fiscal Year 2018 West Virginia Records Management and Preservation Reimbursement Request:** The first quarter of the 2018 West Virginia Records Management and Preservation Grant reimbursement for scanning in the Circuit Clerk's Office is presented for signature. (*action required*)
- 16. Lewis County Fire Board Request for Levy Order:** The Lewis County Fire Board requests the Lewis County Commission enter an order allowing the organization to hold a special election on January 6, 2018 for the purpose of posing to the voters an excess levy to benefit the volunteer fire departments in Lewis County. This levy will be for a duration of five years and generate \$598,975.00 annually to be split between six departments. (*action required*)

17. Lewis County Economic Development Authority Report of Activities: Lewis County Economic Development Authority Director Michael Herron will update the commission on activities by the authority. *(information only)*

18. Time Sheets and Leave Requests : *(action required)*

- a) John Snyder Annual Leave-October 27, 30, 31,2017 Annual Leave - November 1,2,3, 2017
Annual leave - November 20, 21, 22, 2017
- b) Barb Winans Annual Leave-October 19, 2017
- c) David Reed Annual Leave-November 17, 22, 2017 Annual Leave November 27,28,29, 30,2017
December 1, 2017
- d) Rick Stout Comp Time and Annual Leave: January 2, 3, 4, 5, 2018

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 Thursday, October 12, 2017. *(action required)*

20. Approval of Estates: 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, October 12, 2017. *(action required)*

21. Presentation by the County Clerk of the Orders of Prior Meeting(s): The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request Thursday, October 12, 2017. *(action required)*

22. Expenses for the Current Period Presented for Consideration of Payment: Draft copies will be available for review upon request Thursday, October 12, 2017. *(action required)*

ADOURNMENT:

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.

