

COUNTY COMMISSION OF LEWIS COUNTY

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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
TUESDAY- MAY 29, 2018**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 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, May 24, 2018.
(action required)

APPOINTMENTS

CORRESPONDENCE

- 3. Upshur County Commission Meeting Agendas:** Upshur County Commission Meeting Agendas for May 10, 17 and May 24, 2018. (information only)
- 4. Jane Lew Public Service District Agenda and Meeting Minutes:** Agenda for May 10, 2018 Jane Lew Public Service District Regular Meeting of minutes of the April 12, 2018 meeting. (information only)
- 5. Lewis-Gilmer E-911 Advisory Board Meeting Minutes:** Minutes of the Lewis-Gilmer Advisory Board Meeting of April 9, 2018. (information only)
- 6. Sheriff's Monthly Reconciliation:** Sheriff Adam Gissy submits the April 2018 Monthly Settlement (reconciliation) of Lewis County financial accounts. (information only)
- 7. West Virginia Regional Jail and Correctional Facility Monthly Invoice:** April 2018 monthly invoice to Lewis County for inmates housed in the Regional Jail: 1,740 days X \$48.25 per diem=\$83,955.00. (information only)
- 8. Lewis-Gilmer E911 Monthly Call Report:** Lewis Gilmer E911 calls for the month of April 2018 including: number of calls by agency, distribution of calls and call comparisons. (information Only)
- 9. SHENTEL Cable Franchise Fee Remittance:** SHENTEL Cable remits the Quarterly Franchise Fee for the months of January, February and March 2018 in the amount of \$9,846.62; last quarter the county received \$9,539.18. (information only)
- 10. Louis Bennett Public Library Report of Hotel Motel Expenditures:** Report of monthly expenditures of the Louis Bennett Library from Hotel/Motel Taxes received. (information only)

BUSINESS

- 11. Board(s) and Committee(s) Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: 2018 Primary Election ,canvas and certification; Lewis County Economic Development Authority Water Project Status Meeting; National Association of Counties Conference Call; West Virginia American Water update of issues within Lewis County; Lewis County Chamber of Commerce Luncheon; County Commissioners Association of West Virginia Meeting; Dominion Resources MARKS station ribbon cutting; Lewis County Fire Association meeting; West Virginia University Extension Service Committee; Exit interview with the West Virginia State Auditor's Office; Lewis County Memorial Day Parade and annual Vet Together;.
- 12. Approval and Signature on State Budget Revisions #7:** The Lewis County Commission will be asked to approve and execute State Budget Revision #7. This will increase revenues by \$9,845.00: (369-Commissions from \$6,200.00 to \$11,145.00 and 322- Federal Grants from \$55,865.00 to \$60,765.00) and increase Expenditures by \$9,845.00 (424- Courthouse from \$2,227,092. 00 to \$2,236,973.00). (*action required*)
- 13. Approval and Signature on Budget Revision #8:** The Lewis County Commission will be asked to approve and execute State Budget Revision #8. This will increase revenues by \$41,256; (Refunds/Reimbursements from \$150,928.00 to \$181,329.00 and 323- State Grants from \$0 to \$10,855.00) and increase Expenditures by \$41,256.00 (Increase 402-County Clerk \$367,758 to \$373,258.00; 403- Circuit Clerk \$289,877 to \$295,377.00; 424- Courthouse from \$2,226,417. 00 to \$2,226,9730.00; 431- Economic Development \$48,2015.00 to \$78,410.00 and decrease 401-County Commission from \$319,829.00 to \$319,512.00 and 699- Contingencies from \$824,250.00 to \$824,105.00). (*action required*)
- 14. Louis Bennett Public Library Board of Trustees Appointments:** The Louis Bennett Library Board of Trustees request the Lewis County Commission approved the appointment of James Dennison to fill the unexpired term of Tiffany Litton. If appointed his term will expire June 30, 2019. The additionally request Bonnie Hershman to be reappointed as a member. If approved her new term will expire June 30, 2023. (*action required*)
- 15. Approval of Resignation:** James Lough has submitted his resignation from Lewis County Court Security effective May 23, 2018. (*action required*)
- 16. Approval of Lewis County Sheriff's Ride-Along Request:** Angel McCauley requests permission to ride along with a Lewis County Deputy to gain experience for possible future employment. (*action required*)
- 17. Correspondence from Jeffrey R. Blair, Esquire Regarding the County's Legal Counsel to Collect Delinquent Personal Property Tax:** The Lewis County Commission hired Stephen Sluss, Esquire to represent the county in collection of delinquent personal property taxes. Mr. Blair was appointed as trustee for the inventory of Mr. Sluss' files. The commission is asked to make arrangements to retrieve these files. Further, the commission will consider advertising for new legal counsel to represent the county in collection of delinquent personal property taxes. (*action required*)
- 18. Sheriff's Request for Deposit of Administration Fees:** The Sheriff of Lewis County was appointed administrator of the Estate of James Hutter. This estate has been closed and the Sheriff requests the \$1,849.63 awarded for administration be revised to increase account 424-459.5 Sheriff's Vehicle Account. (*action required*)

19. Request for Approval of Payment Requisition Number 9 from the Small Cities Block Grant for the Northwest Water Project: The Lewis County Commission is asked to approve payment requisition number 9 in the amount of \$127,796.31 for work completed on the Northwest Water Project. *(action required)*

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

Rick Stout Annual Leave July 16, 17, 18, 19 and 20, 2018

Lester Bleigh Convert 19.745 Hours of Compensatory Time to Sick Leave
to be in compliance with WV State Code and avoid loss per Lewis County
Personnel Policy Manual

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

21. 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, May 24, 2018. *(action required)*

22. 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, May 24, 2018. *(action required)*

23. 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, May 24, 2018. *(action required)*

24. Expenses for the Current Period Presented for Consideration of Payment: Draft copies will be available for review upon request Thursday, May 24, 2018. *(action required)*

ADJOURNMENT:

25. 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.

