

LEWIS COUNTY COMMISSION
LEWIS COUNTY COURTHOUSE – 2nd Floor
Weston, West Virginia 26452
10:00am, Monday, December 23, 2013
MEETING AGENDA

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. 10:00am **Call Meeting to Order** (*action required*)
2. 10:05am **T. Chad Kelley, Lewis County Assessor**
Exonerations, Consolidations, Apportionments (*action required*)

Appointments:

3. 10:15am **Charles Straley** **RE: Oath of Office Administered for Lewis County Planning Commission** (December 9, 2013, the Lewis County Commission appointed Charles Straley to the Lewis County Planning Commission for a three(3) year term(*action required*))

Correspondence:

4. **Upshur County Agenda:** Copy of the Upshur County Commission Agenda for December 19, 2013 (*information only*)
5. **Mini Grant Completion:** On August 19, 2013 , the Straight Fork CEO's were given a mini grant of \$1000.00 for Breast Cancer Awareness Luncheon, \$7.29 not spent was returned by check to the County with the mini grant completion report.(*information only*)
6. **National Association of Counties Prescription Drug Discount Card Utilization Report for Lewis County:** Summary of Lewis County utilization of the National Association of Counties Prescription Drug Discount Program for November, 2013. Sixty-one citizens used the card for An average saving of 25.23%. Cards are available for any resident of Lewis County without prescription insurance or who have prescriptions not covered by their insurance provider. (*information only*)

Business:

7. **Board and Committee Reports:** Individual Commissioners will give reports on any board or committee meeting(s) they have attended.(*information only*)
8. **Purchase of Counting Machine for Election Office:** The Lewis County Clerk attended a demonstration of the ES&S DS850 Central Scanner and Tabulator. This machine would replace the 650 currently being utilized in the election office. The new system will count ballots that are now counted by hand. The cost of this equipment is \$111,500.00 , a \$20,000.00 trade in for our current 650 machine will leave a balance due of \$95,500.00 (*action required*).
9. **Hiring of Part-time Custodians:** On December 11, 2013 the Lewis County Commission interviewed for the part-time evening custodian. Presented for consideration are :
1) David Reed 2) Debra Ellis at a rate of \$10.00 per hour not to exceed 20 hours per week, beginning January 1, 2014 (*action required*)

- 10. Hiring of Full-time Administrative Assistant:** Hiring of full-time Administrative Assistant at the Lewis Gilmer Emergency 911 Center at a rate of \$12.00 per hour beginning January 1, 2014(*action required*)
- 11. Mileage Reimbursement Rate:** Effective January 1, 2014, the IRS mileage reimburse rate be .56 cents per mile. Lewis County currently reimburses at .55 cents per mile. Approval needed (*action required*).
- 12. Lewis County Judicial Annex:** Update on annex. (*information only*)
- 13. Lewis County Economic Development Report:** Mike Herron, Lewis County Economic Development Executive Director's update and report on projects and actions of the Lewis County Development Authority. (*information only*)
- 14 . Time Sheets and Leave Approval:** Phyllis Corathers-Request for Donated Leave (*action required*)

ORDERS AND PAYMENT OF EXPENDITURES:

- 15. Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** (*action required*)
- 16. Expenses for the current period presented for consideration of payment.** (*action required*)

ADJOURNMENT:

- 17. With no further action required by the Lewis County Commission, the meeting will Adjourn.** (*action required*)