

STATE OF WEST VIRGINIA

RANDOLPH COUNTY COMMISSION SS:

At a regular session of the County Commission in and for the aforesaid County and State, at the James F. Cain Court House Annex, on the 5th day of September, 2024 at 1:30 p.m.

Present: Randolph County Commission President, Chris Siler and Randolph County Commissioners, David Kesling and Chris See.

Meeting called to order by Commissioner Siler

PUBLIC COMMENT: None

MINUTES:

Commissioner Kesling moved to approve the minutes from the special meeting that was held on August 23, 2024, as submitted. All yes – Motion passed unanimously

Commissioner Kesling moved to approve the minutes from the regular meeting that was held on August 15, 2024, as submitted. All yes – Motion passed unanimously

REPORTS:

Sheriff Elbon reported that three of his Deputies attended SRT Training in Barbour County and are now all three certified. He reported that Deputy Seth Davis received the Governor's Highway Safety Award. He said he will bring Deputy Davis to the Commission meeting at a later date.

Randolph County Prosecuting Attorney, Michael Parker thanked the Commission for his new Office Space and said that the custodians and maintenance staff went above and beyond with working on the building for them to move into. Commissioner Kesling agreed and said the County is very fortunate to have all of them and he would like to make a post on the internet thanking them.

Rhett Dusenberry from Congressman Mooney's Office said the Congressman sends his best and they are still there in the Office working until the very last day. He thanked the Commission for all they do.

911/OEM Director Michael Miller gave a handout to each Commissioner of his report. He reported that they had a meeting with the Civil Support Team (CST) and they will be present during the Mountain State Forest Festival. He said Frontier came and did a demonstration with new phones and Kyle Fox attended and took notes to give to the Commission. He said the 911 Center roof is still leaking every time it rains. He said Duarte's Roofing out of Clarksburg will be coming to fix it again. He said they had a meeting with the Statewide Amateur Radio group and the State OEM staff to come up with a statewide radio talk group in the event the radio communications would go down. He said they need to purchase radios out of the OEM budget but there is no line item for purchase of equipment. He said he scheduled a meeting with the Airport Authority to work out plans to put a Tower at the 911 Center. He said he needs at least one Commissioner to attend that meeting with him. He said there will be a meeting at Western Steer with other OEM Directors in regards to the National Radio Quiet Zone. He said he talked to Citizens Bank of West Virginia about the loan on the 911 Building and it was suggested to make monthly payments instead of quarterly and that might save on interest.

Rick Gillespie, Pendleton County Emergency Services Director, appeared before the Commission. He said Pendleton County 911 Center has been battling the quiet zone restrictions for years. He said this was put in place back in the late 1950's and it was okay back then. He said now we have a West Virginia Statewide system which does not work in the quiet zone. He said this quiet zone also has a major impact on Randolph County. He said it affects the emergency radio service for the Whitmer area and up in the Valley area. He said the County makes investments in these tower sites but they won't fully work because of this quiet zone. He said he was there today to ask the Randolph County Commission to sign a resolution to join with Pendleton and Pocahontas counties to end the quiet zone. He said they are all meeting at the Western Steer on Wednesday September 11<sup>th</sup> at 6:00 pm and he hopes the Commissioners will all come. Commissioner Siler asked him to send them a copy of the Resolution.

Hannah Fincham with the Extension Office gave a report of their summer activities. She said they had 150 campers this summer and the Randolph County Fair went really well. She said they are focusing now on the school programs. She introduced the new program assistant Katie Dillon who will be working mainly in the schools.

#### CORRESPONDENCE:

Commissioner Kesling said they had a phone call with the Supreme Court about the new courtroom and they are setting up another call for Tuesday or Wednesday of next week to finalize the plans.

Commissioner Kesling said the Commission received a check for \$46,000.00 which will go to the Fire Departments, as the County is just the pass through agency on this.

#### ANNOUNCEMENTS:

Commissioner Siler announced that the next meeting of the Randolph County Commission will be held on September 19, 2024 at 1:30 pm. Commissioner Kesling said that will be the last meeting in this room. He said after that the meetings are going to be held at the Wees Annex in the conference room.

#### ITEMS FOR DISCUSSION/ACTION:

##### CONSIDER APPROVAL OF NEW HIRE FOR PROSECUTING ATTORNEY'S OFFICE (See copy attached)

Randolph County Prosecuting Attorney, Michael Parker appeared before the Commission. He said during the last budget meeting the Commission gave him approval to hire another Assistant Prosecuting Attorney because the County will be getting a second judge. He said he had a hard time finding someone because of the wages. He said Mr. Dennis Kittle has agreed to take the position with the stipulation that he can work here 4 days a week which would be full time and then work part time in Barbour County. Mr. Parker said there should be no issues with that. He said Mr. Kittle has 8 years of experience and Mr. Parker is excited to have him. He said a background check was done with no issues. He would like for Mr. Kittle to begin working on September 11, 2024 with a starting salary of \$67,500.00 with full benefits. He said the position is already funded in his budget. Commissioner Kesling moved to approve the hiring of Dennis Kittle as an Assistant Prosecuting Attorney for the Randolph County Prosecuting Attorney's Office with a starting date of September 11, 2024 and with a starting salary of \$67,500.00 with full county benefits. All yes – Motion passed unanimously

##### CONSIDER APPROVAL OF NEW HIRE FOR WVU EXTENSION OFFICE (See copy attached)

WVU Extension Agent, Hannah Fincham appeared before the Commission. She said they screened and conducted interviews of several good candidates for the Administrative Assistant position. She said they chose Mikea Franklin for the position and would like her to begin working on September 9, 2024. She would have a starting salary of \$29,500.00 with full benefits. She said there has not been a background check done yet. Commissioner Kesling moved to approve the hiring of Mikea Franklin in the WVU Extension Office with a starting salary of \$29,500.00 with full benefits and a 90 day probationary period. He said this is pending the outcome of a successful background check. He said she is to begin working after the background check is done. All yes – Motion passed unanimously

##### CONSIDER APPROVAL OF NEW HIRES FOR 911/OEM CENTER (See copies attached)

911/OEM Director, Mike Miller appeared before the Commission. He said one of the people he hired at the last meeting didn't work out. He said he would like to hire Abby Grimmatt as a telecommunicator trainee. This is a full time position with County benefits and a probationary period of 12 months. He would like her starting pay to be \$13.00 per hour and he would like her to begin working on September 16, 2024. He said the current budget will cover her wages. Commissioner Kesling moved to approve the hiring of Abby Grimmatt at the 911 Center for a full time position with a starting pay of \$13.00 per hour and she will be placed on a 12 month probationary period and she will begin working on September 16, 2024. All yes – Motion passed unanimously

Mr. Miller said he had another gentleman that quit this week so he needs to fill a part time position also. He would like to hire Bill Gilbert for a part time telecommunicator trainee. He would like his starting pay

to be \$13.00 per hour with no county benefits and he would like him to begin working on September 16, 2024. Commissioner Kesling moved to approve the hiring of Bill Gilbert as a part time telecommunicator at the 911 Center with a starting pay of \$13.00 per hour and with a starting date of September 16, 2024. This position is with no county benefits and he will be placed on a 12 month probationary period. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF FORMATION OF FY23-24 AUDIT PROCUREMENT COMMITTEE

Commissioner Kesling said the County is all caught up on their Audits now. He said they need to form a committee to move forward for the next Audit. Commissioner Kesling moved that the FY23-24 Audit Committee will consist of Chris Siler, David Kesling, Chris See, Kathy Weese, Angie Barrickman and Melinda Lott. All yes – Motion passed unanimously

#### FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS:

Commissioner Kesling moved to approve the (7) Final Settlements, as submitted.

Julia Ann Cassells

Jonathan Eric Chenoweth

Jacquelyn (Jacqueline) Mae Fletcher

Fred Lee Howell

Joann L. Jarosiewicz

Linda May Scott

Gregory Michael Streets

All yes – Motion passed unanimously

#### BUDGET REVISIONS: (See attached copies)

Commissioner Kesling moved to approve a State Budget Revision in the amount of \$5,000.00. This is for the Day of Service Grant. Commissioner Kesling voted yes, Commissioner Siler voted yes, Commissioner See voted yes. Motion passed

Commissioner Kesling moved to approve a State Budget Revision in the amount of \$9,000.00. This is for the CED Grant. Commissioner Kesling voted yes, Commissioner Siler voted yes, Commissioner See voted yes. Motion passed

#### DIVISION OF PROPERTY/ERRONEOUS ASSESSMENTS:

Commissioner Kesling moved to approve the division of property, as submitted. All yes – Motion passed unanimously

Commissioner Kesling moved to approve the erroneous assessments, as submitted. All yes – Motion passed unanimously

DISTRESSED PROPERTIES: None

FIRE FEE ADJUSTMENTS: None

#### PAYMENT OF BILLS:

Commissioner Kesling moved to pay the bills, as submitted. All yes – Motion passed unanimously

Sheriff Elbon informed the Commission that he loaned the Emergency Response Vehicle to the City of Elkins so they have a clean area to process people and fingerprint them before taking them on to jail. This is due to a sewer back up problem at City Hall whereas the building has been closed to the public and will be for several weeks.

ADJOURN THE MEETING:

Commissioner Kesling moved to adjourn the meeting. All yes – Motion passed unanimously

Attest: \_\_\_\_\_

4 Randolph Avenue  
2<sup>nd</sup> Floor Courthouse Annex  
Elkins, WV 26241



Telephone: (304) 636-2053  
Facsimile: (304) 636-4198

**OFFICE OF THE PROSECUTING ATTORNEY**  
RANDOLPH COUNTY, WEST VIRGINIA  
**Michael W. Parker, Prosecuting Attorney**

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**Assistant Prosecutors:**

Christina W. Harper, Esquire  
Colin T. Henning, Esquire  
Leckta L. Poling, Esquire  
Richard W. Shryock, Jr., Esquire

**Investigator/Paralegal:**

Susan E. Gainer

**Victim Service Coordinator:**

Allyson S. Smoak

**File Clerk:**

Melanie C. Ratliff

**Legal Assistants:**

Casey J. Stiles, Circuit Court Coordinator  
Jennifer L. Collier, Magistrate Coordinator  
Jackie K. Hall, Abuse & Neglect Coordinator  
Mindy Planakis, Juvenile Coordinator

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September 6, 2024

Kathy Weese  
Randolph County Clerk's Office  
2 Randolph Ave.  
Elkins, WV 26241

RE: Employment of Dennis Kittle

Dear Kathy:

Following the Randolph County Commission meeting yesterday in which the Commission voted to approve the hiring of Dennis Kittle, please be advised that Mr. Kittle will begin employment as an assistant prosecuting attorney with my office beginning on September 11, 2024. Mr. Kittle will be a full-time employee with all benefits offered to county employees and will be paid \$67,500.00. Upon his arrival on September 11, I will send him to your office such that he can fill out the necessary paperwork for his employment.

Should you have any questions or concerns, please do not hesitate to contact me at your convenience.

Very truly yours,

A handwritten signature in black ink that reads "Michael W. Parker".

Michael W. Parker

MWP:cjs



REVISED  
10/20/21

Randolph County Commission  
4 Randolph Avenue  
Elkins, WV 26241

August 30, 2024

Dear County Commissioners:

I am pleased to let you know that staff of the WVU Randolph County Extension service screened and interviewed several good candidates for the vacant Administrative Assistant position.

The recommendation of the WVU Randolph County Extension Service is to hire Mikea Franklin as the new Administrative Assistant with a start date of Monday, September 9th. With over 3 years of administrative experience, it is also our recommendation to start Mikea at an annual salary of \$29,500 with full benefits.

I appreciate your help and guidance through this process, and we are excited at the opportunity to bring Mikea on board. Please contact me with any questions at 304-636-2455 or [Hannah.Fincham@mail.wvu.edu](mailto:Hannah.Fincham@mail.wvu.edu).

Sincerely,

A handwritten signature in black ink that reads 'Hannah Fincham'. The signature is written in a cursive, flowing style.

Hannah Fincham  
County Program Coordinator  
WVU Extension Agent

32 Randolph Avenue, Suite 102  
Elkins, WV 26241  
☎ 304-636-2455 ☎ 304-636-5887  
[extension.wvu.edu](http://extension.wvu.edu)

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Randolph County Office of Emergency Management/911  
194 Airport Road  
Elkins, WV 26241  
(304) 636-0483

SEPTEMBER 5 2024  
PH. COUNTY

September 5, 2024

Commissioners;

I am requesting the approval for the hiring of Abby Grimmett as a telecommunication trainee. This is a full-time position with county benefits and a probationary period of 12 months. Starting pay at \$13.00 and to begin work on September 16, 2024. The current budget covers her wages.

Thank you,

*Michael Miller*

Michael A. Miller



Randolph County Office of Emergency Management/911  
194 Airport Road  
Elkins, WV 26241  
OEM: (304) 636-0483  
Dispatch: (304) 636-2000  
Fax: (304) 636-3298

September 5, 2024

Commissioners;

I am requesting the approval for the hiring of Bill Gilbert as a telecommunication trainee. This is a part-time position with no county benefits and a probationary period of 12 months. Starting pay at \$13.00 and to begin work on September 16, 2024. The current budget covers his wages.

Thank you,

A handwritten signature in cursive script that reads "Michael Miller".

Michael A. Miller





**State BUDGET REVISION**      **9/5/24**  
CED Grant

Reason for Revision:

**REVENUES:**

ACCOUNT NUMBER	Account Name	PREVIOUSLY APPROVED AMOUNT		INCREASE		DECREASE		REVISED AMOUNT	

**EXPENDITURES:**

ACCOUNT NUMBER	Account Name	PREVIOUSLY APPROVED AMOUNT		INCREASE		DECREASE		REVISED AMOUNT	
001-430-2-30.00	Community Development								
001-443-4-58.36	CED Grant			\$9,000.00		\$9,000.00			

Total: \$9,000

9-5-2024  
DK moved  
DK yes  
C siler yes  
C see yes  
Motion passed