

STATE OF WEST VIRGINIA  
RANDOLPH COUNTY COMMISSION SS:

At a regular meeting of the Randolph County Commission held in and for the aforesaid County and State, at the James F. Cain Court House Annex, on the 1st day of February, 2018 at 1:30 p.m.

Present: Michael Taylor, President of the Randolph County Commission and Chris See and Mark Scott, Commissioners thereof.

Meeting called to order by Commissioner Taylor

PUBLIC COMMENT: None

MINUTES:

Commissioner Scott moved to approve the minutes from the regular meeting that was held on January 18, 2018, as submitted.

All yes – Motion passed unanimously

REPORTS:

911/OEM Director Cindy Hart reported that she has been working on the traffic problems in Beverly that was discussed at the last meeting. She said she spoke to the Department of Highways about getting signage to stop the big trucks from going onto the back roads and they said they could do it but it would be with low priority and it could be done by the end of this year or possibly into next year sometime. She said the next piece was regarding a letter that the Department of Highways had sent to the Mayor of Beverly back in 2005 regarding moving a house and widening the roads in the sharp turn and that was a grant that has since been exhausted and she spoke with Mr. Rossi at the Department of Highways and he said he has no intentions of spending any money towards that project. She said she did write a grant with the Atlantic Coast Pipeline and they have many grants, but when she checked on the application she was told that the Department of Highways was working with the Atlantic Coast Pipeline and she explained to them that this was a little bit different than the regular signs and they didn't want the large trucks going up the side roads and since that is different they have taken it back to be reviewed and they are going to get back with her by the end of next week and let her know if they qualify for that grant. She has contacted the developers with GPS and she is waiting on their email to be able to upload our system and our mapping into the Garmin's and what not. She said what she understands is once she puts the information into one it goes into all of them. Commissioner Taylor said he is a little concerned with the lack of concern from the DOH about getting signs put up at Files Creek Road. He said they cannot wait a year to do that. He is going to recommend to put it on the next meeting's agenda to draft a letter from the Commission to the Secretary of Transportation.

704-5840 Pam

Curt Gainer from Randolph County EMS said they will be placing 24 hour coverage in the Harman area on Monday thru Thursday beginning on February 5, 2018.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Taylor announced that the next meeting will be held on February 15, 2018 at 1:30 p.m.

ITEMS FOR DISCUSSION/ACTION:

CONSIDER REQUEST FOR INCREASED FUNDING IN THE NEXT FISCAL YEAR BUDGET FOR ALL LIBRARIES IN RANDOLPH COUNTY

Nicole Matthews, Director of the Valley Head Library appeared before the Commission. There were several other representatives from other libraries present also. Mrs. Matthews said she was there to request an increase in funding for the 2019 budget. She said libraries are not just for books anymore. She said people come to use the computers, have social activities and use the meeting rooms. She said they can do fundraisers all they want but if they don't have grant match funding they cannot get grants. She said in order to keep getting the grant funding they would like to have an additional \$30,000.00 per year. Commissioner Taylor asked how much additional funding do they need this year for all the libraries to get the grant match? Mrs. Matthews said \$4,000.00 per library and there are five libraries. Commissioner Taylor said they will be meeting in early March to do the budget and they would make the decision then and let them know.

RECEIVE UPDATE FROM TYGART VALLEY HOMESTEAD ASSOCIATION

No one appeared for this item.

CONSIDER REQUEST FROM BEVERLY VFD FOR A LIMITED BEER PERMIT FOR TWO UPCOMING EVENTS

Commissioner Taylor said the Commission received a request from the Beverly Volunteer Fire Department for a letter from the Commission that they do not object to them getting a limited beer permit for two upcoming events.

Commissioner Scott moved to approve the request of a letter of no objection for a beer permit for the elimination dinner on February 10, 2018.

All yes – Motion passed unanimously

Commissioner Scott moved to approve the request of a letter of no objection for a beer permit for the gun bash on September 7, 2018.

All yes – Motion passed unanimously

CONSIDER FUNDING REQUEST FROM HOOKED ON FISHING

(See attached letter)

Robin Miller, Hooked on Fishing Not on Drugs Committee Chairman, appeared before the Commission. Also present with her was Jeff Skidmore. She said this will be the 24<sup>th</sup> year of Hooked on Fishing Not on Drugs and it will be held on March 17, 2018 at Elkins High School. She said last year the County Commission gave \$5,000.00 and it was a great help. She said one of the other sponsors decreased their funding this year by

\$2,000.00. It costs approximately \$20,000.00 to have it. The purpose of HOFNOD is to promote an anti-drug and alcohol message by promoting outdoor experiences as a positive alternative. Commissioner Taylor said he appreciates them coming today but after researching it the Commission discovered that HOFNOD was already in the budget to receive \$5,000.00 for this year.

CONSIDER APPROVAL/SIGNAGE TO MAINTENANCE AGREEMENT WITH UNIVERSAL ENGINEERING AND CONTRACTING TO MONITOR VARIOUS GENERATORS IN THE COUNTY

Commissioner Taylor said after super storm Sandy the County Commission purchased generators for all the fire departments so they could be used as shelters/warming stations. This is the maintenance agreement to keep them going. It covers the batteries, fuel and usage rates. This is a local company run by Pat Smith. Cindy Hart said this is for maintenance only and it doesn't cover the costs to repair them if they break down. Cindy Hart said the last time we opened warming stations people said that it wasn't advertised enough. She said the fire stations are run by volunteers so they can't send people there if no one is there to open them up. Commissioner Scott moved to approve the signing of the maintenance contract with Universal Engineering and Contracting, as submitted. All yes – Motion passed unanimously

CONSIDER APPROVAL/SIGNAGE OF NEW MAINTENANCE AGREEMENT WITH SOFTWARE SYSTEMS

Commissioner Taylor said the Commission received a letter from Software Systems regarding an upgrade to the system changing it from version 7.1 to 7.2. If we don't do the upgrade there could be a penalty. This is for the AS400 that is used by the Sheriff's Office, County Clerk's Office and Circuit Clerk's Office. This upgrade will cost \$1,689.70. Commissioner See moved to approve the upgrade with Software Systems for the AS400 in the amount of \$1,689.70. All yes – Motion passed unanimously

CONSIDER APPROVAL OF INTERN TO THE PROSECUTING ATTORNEY'S OFFICE

Randolph County Prosecuting Attorney, Michael Parker appeared before the Commission. He said he was contacted by the Randolph Technical Center about getting an intern for his office which is a high school senior. He said the person he would like to have as an intern is Caitlin Weese. This would be until the end of the school year and it would be with no pay and no benefits. Commissioner Scott moved to approve the internship of Caitlin Weese in the prosecuting attorney's office, as requested. All yes – Motion passed unanimously

CONSIDER APPROVAL OF NEW HIRE OF DISPATCHER TO 911 CENTER  
(See letter attached)

911/OEM Director, Cindy Hart appeared before the Commission. She said she would like to hire Robert Petrice for part time employment to fill a vacant position. His criminal background check had no entries and his references were all positive. The

current budget will cover the cost of training and wages. His starting pay will be \$9.94 per hour and she would like him to begin working on February 2, 2018, if approved. Commissioner See moved to approve the hiring of Robert Petrice as a part time dispatcher at the 911 Center with a starting pay of \$9.94 per hour with no benefits and with an effective date of hire of February 2, 2018.

All yes -- Motion passed unanimously

#### OPEN BIDS FOR AERIAL PHOTOGRAPHY

Commissioner Taylor said the Commission advertised for bids for this project for the Assessor and 911/OEM Office. They received two sealed bids. He said their Administrative Assistant, Donna Haddix received one by email but since it was not a sealed bid it was not accepted. The Commission opened the two sealed bids.

1. Tuck Mapping Solutions, Inc. from Big Stone Gap, Virginia \$49,500.00
2. Blue Mountain Aerial Mapping and Engineering from Burton, WV \$34,665.00

Commissioner Taylor said the Commission and everyone involved will review these bids and make a decision at a later date. Assessor Phyllis Yokum said she was disappointed that there were not more bids because they advertised it in several places.

#### CONSIDER/APPROVE EMERGENCY ABSENTEE VOTING POLICY

(See attached copy)

County Clerk, Brenda Wiseman presented the emergency absentee voting policy to the Commission. She explained that every election cycle this policy needs to be approved by the Commission and sent to the Secretary of State's Office. This allows voters that are in a hospital or nursing home, that didn't vote absentee or early, to be able to vote on Election Day. The two ballot commissioners would take the ballot to them to vote. Commissioner Taylor read the policy out loud. Commissioner Scott moved to approve the emergency absentee voting policy, as submitted.

All yes -- Motion passed unanimously

#### MEET WITH PROSECUTOR TO RECEIVE HIS REVIEW OF COUNTY'S CVB'S PRESENTATION FOR FUNDING

(See attached copies)

Commissioner Taylor said at the last meeting there were three entities that came before the Commission and made a presentation with their request to be considered for the 50% of the hotel motel tax funding. The Commission asked the Prosecuting Attorney to conduct a review and he has prepared a review and will make that presentation to the Commission now. Commissioner Scott moved to go into executive session pursuant to Article 6-9A-4 sub paragraph 7 of the WV Code.

All yes -- Motion passed unanimously

Commissioner Taylor said let the record reflect that it is 3:03 p.m. and no action was taken in executive session.

Discussion followed between the three commissioners.

Commissioner Taylor said the chair entertains a motion based upon a review of the facts and circumstances brought before the Commission and discussed with the Prosecuting Attorney, Michael Parker. The Randolph County Convention and Visitor's Bureau and the Elkins Depot Welcome Center meet the minimum qualifications as a CVB and Visitor's Bureau and will entertain a motion that this is the findings of this Commission and the second motion will be how the funding is to be distributed.

Commissioner Scott moved that the Randolph County Convention and Visitor's Bureau and the Elkins Depot Welcome Center meet the minimum qualifications as a convention and visitor's bureau therefore entitled to 50% of the county hotel tax money.

All yes – Motion passed unanimously

Commissioner See moved that the 50% that the Randolph County Commission receives for hotel motel tax be split evenly between the Randolph County Convention and Visitor's Bureau and the Elkins Depot Welcome Center.

All yes – Motion passed unanimously

Commissioner Taylor said this concludes the Randolph County Commission's inquiry into the matter that was brought before us in October, 2017.

#### FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS:

Commissioner Scott moved to approve the twelve (12) final settlements/annual accountings as submitted on the following estates:

David Lee Collett

Lena Arlene Crickard

Robert H. Fisher

Sara Anne Maze

Rockwood Montoney, II

Jon Cedric Nuzum

William Ralph Pfau

Pauline Pritt

Allen Z. Stiles

Eddie G. Woods

Elmer G. Woods

Elmer L. Woods

All yes – Motion passed unanimously

#### BUDGET REVISIONS:

(See attached copy)

Commissioner See moved to approve the one in house budget revision, as submitted.

All yes – Motion passed unanimously

#### DIVISION OF PROPERTY/ERRONEOUS ASSESSMENTS:

Commissioner See moved to approve the erroneous assessments/divisions of property, as submitted.

All yes – Motion passed unanimously

PAYMENT OF BILLS:

Commissioner See moved to pay the bills, as submitted.

All yes – Motion passed unanimously

ADJOURN THE MEETING:

Commissioner See moved to adjourn the meeting.

All yes – Motion passed unanimously

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

January 17, 2018

APPROVED  
\$5,000.00

Dear Friend of HOFNOD,

With all the snowy weather we've been having, it may be hard to think about fishing. But before we scrape our last windshield, it'll be time for the 2018 Hooked on Fishing Not on Drugs (HOFNOD) Expo! This annual celebration, one of the largest attended in Randolph County, is set for March 17 at Elkins High School. The HOFNOD committee has already been hard at work to make this another successful event with numerous fishing and outdoor experts already committed to attend.

The popularity of this event is largely due to the extensive community support we have received throughout the years—whether through financial or in-kind donations or from participating exhibitors and vendors. Every show of support, no matter how large or small, helps ensure that each child who attends has a positive experience.

The purpose of HOFNOD is to promote an anti-drug and alcohol message by promoting outdoor experiences as a positive alternative. Each year, thousands of children and parents who attend the Expo learn about the wonderful outdoor opportunities our community offers and about healthier lifestyle choices. What could be better? We encourage you to become involved!

Here are the ways you can support and participate in HOFNOD:

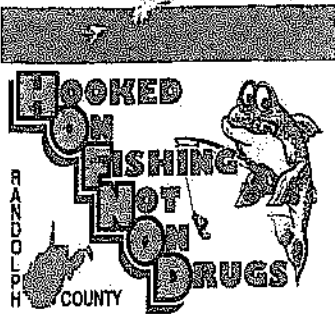
- **Reserve a space as an exhibitor.** People of all ages attend the Expo, so various types of booths are welcome. As a rule, youngest participants enjoy simple activities or games where even the smallest prize or token is appreciated. Preteens, between the ages of 9 and 12, like to show their knowledge through a quiz or interactive display. Teenagers are more likely to purchase inexpensive items or equipment. We encourage exhibits that urge children to get outdoors and have a healthy, drug-free lifestyle! Half of the booth space is reserved for non-vending community organizations, so this is a great way to get your message out to thousands of participants in a short period of time. *To reserve a booth space: contact Robin Miller, 304.637.3532 or 304-940-2010.*
- **Donate to the silent auction.** We encourage vendors and other interested participants to make a donation to the silent auction. *To donate to the silent auction: contact, Robin Miller, 304-637-3532 or 304-940-2010.*
- **Become a corporate sponsor or other supporter.** We welcome monetary and in-kind donations, gifts and prizes for Expo participants. Without this support, the Expo would not be possible! Corporate sponsorship is available for \$500 and your company name will be utilized on all publicity materials. *For monetary donations, including corporate sponsorship: contact Robin Miller, 304.637.3532 or 304-940-2010.*

The 2018 HOFNOD Expo will run from 9 a.m. to 7 p.m. Saturday, March 17. Elkins High School will be open for set-up from noon until 7 p.m. on Friday, March 16. If you have any additional questions, please feel free to contact me at 304.637.3532.

Thank you for your support!

**Robin Miller**

HOFNOD Committee Chairman



**Randolph County  
Hooked-on-Fishing  
Not-on-Drugs**  
PO Box 2293  
Elkins, WV 26241  
304-637-3532

### Gold Sponsor

Davis Medical Center

### Corporate Sponsors

Armstrong Hardwood Flooring  
Company

Laurel Mountain Construction

Atlantic Coast Pipeline LLC

First Energy Foundation

Reckart Logistics, Inc.

Champion Auto, LLC

The Art Medium

### Organization Sponsors

Mountaineer Chapter

Izaak Walton League

Mike Ross, Inc.

Randolph County Commission

### Agency Sponsors

WV Division of  
Natural Resources

**Estimated  
Expenses 2017**

Mountain State Expo	5,790.00
Fish Worms	200.00
Fish Pond	2,500.00
Hotel Rooms	448.20
Coloring Contest	325.00
Zipline	3,000.00
Fishing Pole Order	5,300.00
Elkins High School	1,000.00

**\$ 18,563.20**





**Randolph County E911 / Randolph County Office of Emergency Management  
30 Randolph Avenue, Suite 1, Elkins, WV 26241  
911 Center 304-636-2000 OEM 304-636-0483 Fax 304-636-3298**

February 1, 2018

Commissioners,

I am requesting to hire Robert Petrice for part time employment at the Randolph County 911 center to fill a vacant position.

His criminal background had no entries and his references were all positive.

The current budget will cover the cost of training and wages. His starting pay will be \$9.94 per hour.

Upon approval, I am requesting that he be able to start his training on Friday, February 2, 2018.

Thank you,

Cindy Hart, Director

EMERGENCY ABSENTEE VOTING POLICY

WHEREAS, West Virginia Code 3-3-5c authorizes county commissions in West Virginia to adopt a policy extending emergency absentee voting procedures in their county; and

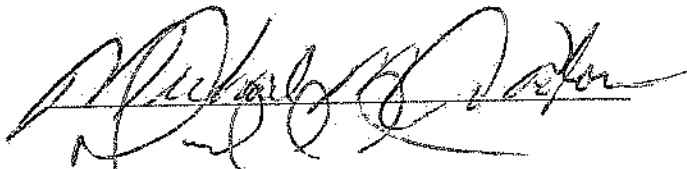
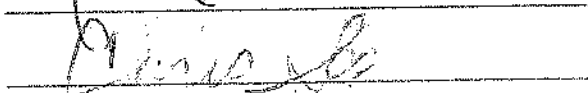
WHEREAS, it is the opinion of this Commission that the adoption of such a policy would benefit the citizens of Randolph County:

THE FOLLOWING POLICY IS HEREBY ADOPTED BY THIS COMMISSION:

A person qualified to vote an absent voter's ballot, as defined by West Virginia Code 3-3-1 who is:

- (1) In a hospital or other duly licensed health care facility within a county adjacent to Randolph County or within thirty-five miles of the county seat of Randolph County, for medical treatment; or
- (2) In a nursing home within the county

and is unable to vote in person on election day, may vote an emergency absent voter's ballot under the procedures set forth in West Virginia Code 3-3-5c.

  
\_\_\_\_\_  
  
\_\_\_\_\_

# Randolph County Commission



## Commissioners

Michael M. Taylor

Chris See

Mark D. Scott

February 5, 2018

Brenda Wiseman  
Randolph County Clerk  
2 Randolph Ave  
Elkins, WV 26241

Dear Ms. Wiseman:

Find attached to this letter is a copy of documents that were sent to the Elkins Depot Welcome Center and the Randolph County Convention and Visitors Bureau in regards to action taken by the County Commission on February 1, 2018.

Please instruct your Bookkeeping Department to release the funding from the Hotel/Motel tax line item as outlined in the attached letter.

If you have any questions, please contact this office.

Sincerely,



Michael M. Taylor, President  
Randolph County Commission

# Randolph County Commission



## Commissioners

Michael M. Taylor

Chris See

Mark D. Scott

February 5, 2018

Elkins Depot and Welcome Center  
ATTN: Anne F. Beardslee  
315 Railroad Ave  
Elkins, WV 26241

Randolph County Conventions and Visitors Bureau  
ATTN: Michele Depp  
1302 N. Randolph Ave  
Elkins, WV 26241

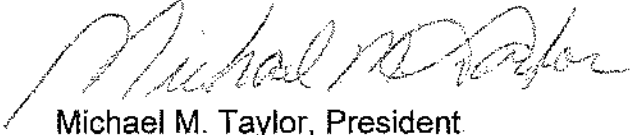
Dear Ms. Beardslee:  
Dear Ms. Depp:

On February 1, 2018 the Randolph County Commission, meeting in regular session passed the following commission orders:

1. Based on the Commission's review of the facts brought before us by the RCCVB and the Elkins Depot, and discussion of the facts and applicable law with Prosecuting Attorney Michael Parker, the Randolph County Commission feels that the RCCVB and the Elkins Depot meet the minimum qualifications for that of a "Conventions and Visitors Bureau" as defined in the West Virginia State Code.
2. It is the Order of the Randolph County Commission that the 50% of Hotel Motel tax that is collected by the County be split 25% to the RCCVB and 25% Elkins Depot.

A copy of this letter will be forwarded to the Randolph County Clerk with instructions for the distribution of Hotel Motel tax currently being by the County Commission.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael M. Taylor". The signature is fluid and cursive, with the first name "Michael" being the most prominent part.

Michael M. Taylor, President  
Randolph County Commission



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

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

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

**Assistant Prosecutors:**  
Christina W. Harper, Esquire  
Leckta L. Poling, Esquire  
Richard W. Shryock, Jr., Esquire

**Victim Service Coordinator:**  
Jayne Rawl

**Legal Assistants:**  
Teena L. Swick, Circuit Court Coordinator  
Peggy S. Burgess, Juvenile Coordinator  
Amber M. Channel, Magistrate Coordinator

**Investigator/Paralegal:**  
Susan E. Gainer

**File Clerk:**  
Melanie C. Ratliff

January 22, 2018

Randolph County Commission  
4 Randolph Ave.  
Elkins, WV 26241

RE: In-House Budget Adjustments

Dear Commissioners:

Please consider this a request to make the following adjustments to the Randolph County Prosecuting Attorney's in-house budget:

Decrease Account: 001-405-2-14.00 (Travel) TOTAL DECREASE = \$500.00

Increase Account: 001-405-2-20.00 (Legal Advertisement) TOTAL INCREASE = \$500.00

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

Very truly yours,

Michael W. Parker

MWP:anc

cc: Debbie Wegman, Randolph County Clerk's Office

\*17-18\*  
Budget  
2000  
\$500

