

STATE OF WEST VIRGINIA
RANDOLPH COUNTY COMMISSION SS:

At a regular session of the Randolph County Commission in and for the aforesaid County and State, at the Wees Annex, on the 4th day of January, 2017 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 See moved to approve the minutes from the regular meeting that was held on December 15, 2016, as submitted.

All yes – Motion passed unanimously

REPORTS:

911/OEM Director, Cindy Hart reported that she had received an email from her State Liason that said all elected officials are to be compliant with NIMS Training. She gave each elected official that was present a packet that will need to be filled out. She said failure to comply with this can result in the State withholding money allocated to Randolph County.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Taylor announced that the next County Commission meeting will be held on Thursday January 19, 2017 at 1:30 p.m. He said the county commission meeting room should be completed by then so the meeting will be held there.

ITEMS FOR DISCUSSION/ACTION:

ELECT COMMISSION PRESIDENT FOR 2017

Commissioner Taylor said we are required by statute to elect a Commission president for the 2017 calendar year. Commissioner Scott nominated Commissioner Chris See for president. Commissioner See said he has been the Commission president in the past and it does require a quite a bit of time. He said he would like to be president but he feels right now that he doesn't have the time to put into it. He said he respectfully declines the nomination. Commissioner See said he would like to nominate Commissioner Michael Taylor as president for 2017. He said he has done a great job in the past and he feels he will do a great job again this year for the Commission.

The first motion is from Commissioner Scott to nominate Commissioner See for County Commission president for the year 2017.

Commissioner Scott said many counties across the State have a rotation schedule and he said he thinks in the past sometimes we have had that and sometimes we haven't. He

feels like we should do the rotation schedule. He said the rotation schedule allows each of the magisterial districts to have a Commissioner to have a time as president. He said he thinks it has been quite a while since any of the magisterial districts, besides Mike's, has had an opportunity to have a Commission president. He said he thinks it would send the right signal that we are a body of three that work together to try to get things accomplished. He said by rotating that it doesn't appear to the public that one person is calling the shots and the other people are just listening. He said he thinks shifting it every now and then shows the public that each magisterial district is being equally represented. He said also Mike Taylor has been appointed to several different boards in Charleston.

Vote was taken

Mark Scott - yes

Chris See no

Michael Taylor no

Motion did not pass

Commissioner See nominated Commissioner Michael Taylor as president for 2017.

Commissioner See said all three of us have to work together, the president can't go out on his own and do anything. He said he really doesn't feel that being president gives you any advantages. It just gives you extra work. He said in the future he would like to be president again.

Vote was taken

Chris See yes

Michael Taylor yes

Mark Scott no

Motion passed.

ANNOUNCE MEETING DATES, HOLIDAY SCHEDULE AND BOARD OF EQUALIZATION DATES FOR 2017 (SEE ATTACHED COPIES)

Commissioner Taylor said we have prepared a list of holidays and board of review and equalization dates for 2017 and we will provide copies to whoever would like them. The County Commission meetings will still be held on the 1st and 3rd Thursday of the month at 1:30 p.m. Commissioner Scott moved to approve the schedule, as submitted.

All yes

Motion passed unanimously

ANNOUNCE COMMITTEE ASSIGNMENTS FOR COMMISSIONERS FOR 2017 (SEE ATTACHED COPY)

Commissioner Taylor read over the list of committee assignments for each Commissioner. Commissioner See moved to approve the committee assignments, as submitted.

All yes

Motion passed unanimously

CONSIDER APPROVAL FOR NEW HIRE OF A DISPATCHER AT 911 CENTER
(SEE ATTACHED COPY)

911/OEM Director Cindy Hart appeared before the Commission. She told the Commission that she had an employee resign and needs to fill the position. She had the supervisors at the 911 Center do the interviewing and they chose Amanda R. Burns. They conducted a background check and it was clear and all of her references checked out. Mrs. Hart said she would like her to start immediately. Her rate of pay would be \$9.94 per hour and she would be working as part time status and she will be placed on a 90 day probationary period.

Commissioner See moved to approve the hiring on Amanda R. Burns as a part time dispatcher at the Randolph County 911 Center, as submitted.

All yes

Motion passed unanimously

RECEIVE REPORT FROM SILLING ARCHITECTS FOR RESULTS OF PHASE ONE
OF 911 PROJECT

Mike Moore and Jeremy Jones from Silling Architects appeared before the Commission. Commissioner Taylor said back in the fall the Commission contracted with Silling Architects to conduct a study of the Emerson Phares Building at the airport for the new proposed location of the 911 Center. Mr. Moore and Mr. Jones did a power point presentation and gave an overview on the findings of their study. They said it was a very good site because it is isolated. They said they would like to install gates and fences with card entry only. The exterior of the building just basically need cleaned. The roof will need to be replaced along with a new roof hatch. They said inside the building they would need to replace the doors and remove all floor finishes and ceiling tiles. They said there was no asbestos found at all. Commissioner Taylor said Mr. Moore and Mr. Jones have reached the point of talking about numbers now so we will need to go into executive session. Commissioner Scott moved to go into executive session regarding a real estate matter.

All yes – Motion passed unanimously

3:05 P.M.

Commissioner Taylor said we will go back into regular session with no action taken in executive session.

FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS:

Commissioner Scott moved to approve the 10 final settlements/annual accountings, as submitted.

Waneta Grace Doyle

Herman E. Smith, Jr.

Donna Russeau

Raymond E. Teter

Betty Lou Hill

Jean M. Talbott

Philip Dwayne Swecker

Harold J. George

Joseph L. Bertelli
Roy Day
All yes – Motion passed unanimously


BUDGET REVISION: None

ERRONEOUS ASSESSMENTS/DIVISIONS OF PROPERTY:
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:



2017 BI-WEEKLY PAY PERIOD SCHEDULE

TIME SHEETS RUN FROM MIDNIGHT MONDAY THRU SUNDAY MIDNIGHT

<u>PAY PERIOD</u>		<u>DATE PAID</u>	
<u>FROM</u> <u>MONDAY</u>	<u>THRU</u> <u>SUNDAY</u>	<u>FRIDAY (*)</u>	
DECEMBER 19	JANUARY 1	JANUARY 6	2 SL/AL
JANUARY 2	JANUARY 15	JANUARY 20	1 INS-RETR-CLOSE
JANUARY 16	JANUARY 29	FEBRUARY 3	2 SL/AL
JANUARY 30	FEBRUARY 12	FEBRUARY 17	1 INS-RETR-CLOSE
FEBRUARY 13	FEBRUARY 26	MARCH 3	2 SL/AL
FEBRUARY 27	MARCH 12	MARCH 17	1 INS-RETR-CLOSE
MARCH 13	MARCH 26	MARCH 31	3 RETR-CLOSE
MARCH 27	APRIL 9	APRIL 13 (Thurs) *	2 SL/AL
APRIL 10	APRIL 23	APRIL 28	1 INS-RETR-CLOSE
APRIL 24	MAY 7	MAY 12	2 SL/AL
MAY 8	MAY 21	MAY 26	1 INS-RETR-CLOSE
MAY 22	JUNE 4	JUNE 9	2 SL/AL
JUNE 5	JUNE 18	JUNE 23	1 INS-RETR-CLOSE
JUNE 19	JULY 2	JULY 7	2 SL/AL
JULY 3	JULY 16	JULY 21	1 INS-RETR-CLOSE
JULY 17	JULY 30	AUGUST 4	2 SL/AL
JULY 31	AUGUST 13	AUGUST 18	1 INS-RETR-CLOSE
AUGUST 14	AUGUST 27	SEPTEMBER 1	2 SL/AL
AUGUST 28	SEPTEMBER 10	SEPTEMBER 15	1 INS
SEPTEMBER 11	SEPTEMBER 24	SEPTEMBER 29	3 RETR-CLOSE
SEPTEMBER 25	OCTOBER 8	OCTOBER 13	2 SL/AL
OCTOBER 9	OCTOBER 22	OCTOBER 27	1 INS-RETR-CLOSE
OCTOBER 23	NOVEMBER 5	NOV 9 (Thurs) *	2 SL/AL
NOVEMBER 6	NOVEMBER 19	NOV 22 (Wed)*	1 INS-RET-CLOSE-SUB
NOVEMBER 20	DECEMBER 3	DECEMBER 8	2 SL/AL
DECEMBER 4	DECEMBER 17	DECEMBER 22	1 INS-RETR-CLOSE

2017 HOLIDAYS:

NEW YEARS - MON 1/2
 MARTIN LUTHER KING - MON 1/16
 PRESIDENTS' DAY - MON 2/20
 GOOD FRIDAY - FRI 4/14
 MEMORIAL DAY - MON 5/29
 WEST VIRGINIA DAY - TUES 6/20
 INDEPENDENCE DAY - TUES 7/4

LABOR DAY - MON 9/4
 FOREST FESTIVAL FRI 10/6
 COLUMBUS DAY - MON 10/9
 VETERANS DAY - FRI 11/10
 THANKSGIVING - THURS 11/23
 THANKSGIVING - FRI 11/24
 CHRISTMAS - MON 12/25

45 3815

2017

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

April							May							June							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1			1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

United States Holidays and Observances

Jan 01	New Year's Day	Jan 16	M L King Day	Feb 14	Valentine's Day
Feb 20	Presidents' Day	Apr 14	Good Friday	Apr 16	Easter Sunday
May 14	Mother's Day	May 29	Memorial Day	Jun 18	Father's Day
Jul 04	Independence Day	Sep 04	Labor Day	Oct 09	Columbus Day
Oct 31	Halloween	Nov 11	Veterans Day	Nov 23	Thanksgiving Day
Dec 25	Christmas				

FEBRUARY 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		31 Inauguration	1	2	3	4
5	6 Election Inauguration	7	8	9 Inauguration	10	11
12	13 Inauguration	14	15 Inauguration	16	17	18
19	20 Fish day	21 Inauguration Fish day	22	23	24	25
26	27	28				

Rep. for 2017
 Inauguration
 Fish day

COMMITTEE ASSIGNMENTS 2017

Commissioner Taylor

Region VII Quarterly - 4th Monday @ 7:00 p.m.
Community Corrections - Varies from month to month
Whitmer Water Board
Randolph County Development Authority - 1st Wednesday @ 4:00 p.m.
Chamber of Commerce - 4th Tuesday @ noon
Fire Association - 1st Thursday on odd months
Forest Festival – 4th Tuesday
Norton PSD – 2nd Monday @ 7:00 p.m.

Commissioner See

Recreation Board - 2nd Tuesday @ 6:00 p.m.
Solid Waste Authority - 1st Tuesday @ 5:00 p.m.
Extension Service Committee - (called only)
Fire Association - 1st Thursday on odd months
Local Emergency Planning Comm. – 2nd Wednesday @ noon
Ambulance Authority - Last Tuesday @ 5:00 p.m.
Midland PSD - 4th Tuesday @ 5:00 p.m

Commissioner Scott

Airport Authority - 2nd Tuesday @ 5:00 p.m.
Randolph County Convention and Visitors Bureau - 4th Monday @11:30 @
Dukes Steakhouse
Fire Association 1st Thursday on odd months
Domestic Training - every other month on second Tuesday, time varies
Leadsville PSD - 3rd Wednesday @ 1:00 p.m
Huttonsville PSD – 2nd and 4th Monday @10:00 a.m.
Main Street Elkins – 2nd Tuesday @ 4:00 p.m.

Employee Assignments

Mike -	911/OEM and Community Corrections
Mark -	Dog Warden
Chris -	Custodians



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

January 4, 2017

Commissioners:

The Randolph County E911 center is requesting permission to hire Amanda R. Burns, in a part time position, to fill an opening where another employee had resigned. Her pay will begin at \$9.94 per hour until her probationary period and training is completed. I am requesting that her hire date be immediately (1-4-17) so training can begin.

Thank you,

A handwritten signature in cursive script that reads "Cindy Hart".

Cindy Hart, Director

A handwritten signature in cursive script that reads "Michael M. Taylor".

County Commission President Approval