

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 21st day of June, 2018 at 1:30 P.M.

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

Meeting called to order by President Taylor

PUBLIC COMMENT:

Todd Price, Physical Education Teacher and Teena Wallace, Principal of Midland Elementary School appeared before the Commission. Mr. Price said they were there to ask for financial assistance from the County Commission to purchase playground equipment. He said they started doing fundraisers in 2015 for this project. They raised over \$20,000.00. He said they then discovered that the playground was not draining water so they hired someone to come in and take care of that problem. They also added a gravel track but now there is no playground equipment at all. They have already spent the \$20,000.00 that was raised on getting it this far. Now they are in Phase 2 to raise funds again for the actual playground equipment. Mr. Price said it is very important and these kids need a good quality playground. He said they estimate the cost to be about \$50,000.00 but if they received \$20,000.00 that could get them started. Commissioner Taylor said since this item was not on the agenda they could not take any action but they will consider the request and put them on the agenda for the next meeting.

MINUTES:

Commissioner Scott moved to approve the minutes of the June 7, 2018 regular meeting, as submitted.

All yes – Motion passed unanimously

REPORTS:

Curt Gainer from the Randolph County Emergency Squad reported that all stations are up and running and all staffed fully and all the vehicles are on the road.

Prosecuting Attorney, Michael Parker reported that he has grand jury coming up next Monday and Tuesday and Prosecutors conference next Wednesday, Thursday and Friday so he is very busy.

CORRESPONDENCE:

Commissioner Taylor said the Commission received a letter of commendation for one of the Staff of the Randolph County Emergency Squad. He said one of the paramedics up at Valley Head saved an elderly persons life. He said the Commission would like to acknowledge her at the next meeting.

ANNOUNCEMENTS:

Commissioner Taylor announced that the next meeting will be held on Thursday July 5, 2018 at 1:30 p.m.

ITEMS FOR DISCUSSION/ACTION:

CONSIDERATION OF FUNDING REQUEST FROM RANDOLPH COUNTY SPECIAL OLYMPICS (See letter attached)

Elizabeth Wymer, County Director of Randolph County Special Olympics, appeared before the Commission. She had with her Secretary, Christine Wood. Mrs. Wymer said they just came back from the summer games in Charleston and every one that participated received a medal. She said it brings such joy to their faces. She said they rent vans from enterprise and have to pay for the gas and the rooms. She said they travel to Canaan for skiing events and to the Elkins bowling alley for events there. She thanked the Commission for their continued support. Commissioner See moved to support the Randolph County Special Olympics in the amount of \$3,000.00 and that is to be taken out of Courthouse Contractual funds.

All yes – Motion passed unanimously

CONSIDER RE-APPOINTMENT OF STEVE WAMSLEY TO THE HUTTONSVILLE PSD BOARD OF DIRECTORS (See letter attached)

Commissioner Taylor said the Commission received a letter from the Huttonsville Public Service District Board requesting the Commission re-appoint Steve Wamsley to the Board of Directors. His term is set to expire on June 30, 2018. Commissioner Scott moved to re-appoint Steve Wamsley to the Huttonsville Public Service District Board of Directors with a term beginning on July 1, 2018 and ending on June 30, 2021.

All yes – Motion passed unanimously

REVIEW/DISCUSS/TAKE ACTION ON TWO GRIEVANCES FILED BY EMPLOYEES OF THE ASSESSOR'S OFFICE REGARDING FIRE FEE STIPENDS

Commissioner See moved to go into executive session at 1:45 p.m.

All yes – Motion passed unanimously

1:50 p.m. – Commissioner Taylor said let the record reflect that we are back in regular session and no action was taken in executive session.

Commissioner See moved to table item D until the next or following meeting because the supervisor of these two employees is on vacation at this time.

All yes – Motion passed unanimously

CONSIDER APPROVAL OF NEW HIRE IN THE PROSECUTING ATTORNEY'S OFFICE

Randolph County Prosecuting Attorney, Michael Parker appeared before the Commission. He said back when he did his budget request he asked for another assistant prosecuting attorney and it was approved. He has advertised for the position and

conducted interviews and back ground checks. He said the person he would like to hire is April Mallow and she has previous experience working in Hardy County. He said she currently resides in Pendleton County. He said this would be a full time position with a starting salary of \$55,000.00 with benefits and she would be placed on a 90 day probationary period and her effective date of hire would be July 9, 2018.

Commissioner See moved to approve the hiring of April Mallow as an Assistant Prosecuting Attorney for Randolph County with a starting salary of \$55,000.00 with full benefits and an effective date of hire of July 9, 2018 and at that time she will be placed on a 90 day probationary period.

All yes -- Motion passed unanimously

CONSIDERATION OF APPROVAL OF AUDIT COMMITTEE

(See letter attached)

Commissioner Taylor said the County Commission has decided to out- source the County Audit this year and not use the State Auditor's Office. He said the first step in doing that is the County Commission must appoint an Audit Committee. He said that Audit Committee will consist of himself, Commissioner See, Commissioner Scott and Lisa Daniels-Smith. The primary contact person is going to be Lisa Daniels-Smith.

Commissioner Scott moved to approve the Audit Committee as stated above.

All yes -- Motion passed unanimously

CONSIDER REQUEST FROM RANDOLPH COUNTY SENIOR CENTER FOR ASSISTANCE IN REPLACING A MAJOR HOT WATER TANK AT ELKINS SENIOR CENTER

Laura Ward, Executive Director of the Randolph County Senior Center, appeared before the Commission. She said the senior center building actually belongs to the County Commission. She said it was built in 1982 and things are starting to wear out. She said they have a huge water heater and they started noticing water on the floor around it and more and more was coming out every day. She said she checked into replacing it and the unit itself was \$13,000.00 and that was without the labor. She said then she thought about the on demand water heaters and they were a lot cheaper. She said they had gas put into the building now and have put in two on demand hot water heaters. She said now they need to plumb the lines and get the gas run into them. She said the cost is going to be \$7,000 to \$8,000 total. She said she was coming in early to ask for the assistance with this. Commissioner Taylor said they will take it under advisement as they are coming to the end of the year and will have to see what is left over.

FINAL SETTLEMENTS:

Commissioner Scott moved to approve the five final settlements/annual accountings as submitted on the following estates:

James M. Cost

Mary K. Fisher

Frances Yvonne Jones

Jean L. Long

Richard Ralph Summerfield

All yes -- Motion passed unanimously

BUDGET REVISIONS: (See attached copies)

Commissioner Scott moved to approve the seven in house budget revisions, as submitted.
All yes – Motion passed unanimously

DIVISION OF PROPERTY /ERRONEOUS ASSESSMENTS:

Commissioner Scott moved to approve the Division of Property/ Erroneous Assessments, as submitted.
All yes - Motion passed unanimously

INCREASE IN ASSESSMENT:

Commissioner Scott moved to approve the increase in assessment, as submitted.
All yes – Motion passed unanimously

FIRE FEE EXONERATIONS:

Commissioner See moved to approve the fire fee exoneration, as submitted.
All yes -- Motion passed unanimously

PAYMENT OF BILLS:

Commissioner See moved to pay the bills, as submitted.
All yes - Motion passed unanimously

Commissioner Taylor said the meeting will stand in recess until the other parties get here regarding item F on the agenda.

MEET WITH ATTORNEYS TO DISCUSS PERSONNEL MATTER REGARDING COUNTY COMMISSION EMPLOYEE. (MAY RESULT IN GOING INTO EXECUTIVE SESSION)

2:30 p.m. - Commissioner See moved to go into executive session regarding a personnel matter.
All yes – Motion passed unanimously

4:35 p.m. – Commissioner Taylor said we are back into regular session with no action taken in executive session.

ADJOURN THE MEETING:

Commissioner See moved to adjourn the meeting.
All yes - Motion passed unanimously

ATTEST: Chris See

Randolph County Special Olympics West Virginia

Elizabeth Wymer
2644 Faulkner Rd.
Elkins WV 26241
(304)621-0522

Dear WVSO Supporters,

First Randolph County Special Olympics would like to thank all who have blessed us with support in the past. You have made it possible for our athletes to go to events and enjoy competing and visiting with other athletes. They appreciate your gracious support.

As you know we are a non profit organization. All our money comes from donations from local businesses, community organizations, and community members. If you receive a telemarketers call or a letter for donations for Special Olympics be careful unless they specify they are for Randolph County Special Olympics it goes to the state or national level. Which is a good organization. Randolph county doesn't get any financial help from them for our local athletes. That is why we must ask local businesses, community organizations, and community members for help.

We not only take the athletes to events we also have to provide uniforms for the athletes, gasoline and sometimes vans to get them to the event and once there we have to provide lodging for the athletes and volunteers who take time out of there busy schedules to take care of the athletes and meals for the athletes when not provided.

What we are is what you allow us to be. We want to assure you that we improve the quality of life for all our athletes. This is the only chance some of our athletes get to leave Randolph County and explore the great state of West Virginia.

When you see the articles in the Inter mountain telling about the athletes going to an event and winning medals and ribbons you can say my donation helped put the joy you see on there faces.

Make your checks payable to Randolph County Special Olympics and mail them to Elizabeth Wymer at the above address.

Your continued support will make it possible to excel in sporting events. Thank you for your continued support and interest in Randolph County Special Olympics.

Elizabeth Wymer
County Director



HUTTONSVILLE PUBLIC SERVICE DISTRICT
P.O. BOX 277 ● Mill Creek West Virginia ● 26280

ADMINISTRATIVE OFFICE
PHONE: 335-2035
FAX: 335-4601

May 22, 2018

Randolph County Commission
PO Box 2092
Elkins WV 26241

Randolph County Commissioners:

At their regular Board meeting of the Huttonsville Public Service District Gary Morgan made the motion to re-appoint Steve Wamsley to the Huttonsville PSD Board of Directors whose term expires June 30, 2018, Willy Saucerman seconded the motion.

The Board of Directors would appreciate the nomination of reappointment to the Board for Steve Wamsley.

Thank you.

Sincerely,

Louise A McAtee
General Manager

"This is an Equal Opportunity Program, Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, USDA, Washington DC, 20250-0700."

June 16, 2018

Randolph County Commission
RE: Audit Committee

According to the West Virginia State Auditor's Office Chief Inspector Division, the Commission must appoint an audit committee prior to beginning the procurement process. This committee's primary responsibilities are to procure audit services and oversee corrective action associated with audit findings and concerns. Additionally, this committee shall have at least three members but not more than five with at least one member from the entity's governing body and one member being an entity appointee with a working knowledge of the accounting system utilized. The remaining one to three members may be appointed by the entity body as deemed appropriate. The Chief Inspector Division strongly recommends, but does not require, the third required member be a citizen of the government that is knowledgeable in the fields of accounting and auditing. Members of the audit committee shall be appointed by the entity body for a period of two years and one member of the committee shall be appointed by the entity body to serve as the primary contact person in the audit procurement process. The entity body may assign other powers and duties as deemed appropriate.

Therefore, the Randolph County Commission appoints the following to the audit committee:

Commission President, Michael Taylor
Commissioner Chris See
Commissioner Mark Scott
Lisa Daniels-Smith, CPA

Furthermore, the Commission appoints LISA DANIELS SMITH to serve as the primary contact person in the audit procurement process.

Office of the SHERIFF OF RANDOLPH COUNTY

Law Enforcement
32 Randolph Avenue
Suite 201
Elkins, WV 26241



Tax Office
4 Randolph Avenue
Suite 100
Elkins, WV 26241

Web: RandolphSheriff.wv.gov
Phone: (304) 636-2111
Fax (304) 630-0467

Web: wvpropertytaxes.com
Phone: (304) 636-2100
Fax (304) 636-2093

Mark T. Brady, Sheriff

6/21/2018

Randolph County Commission In-house Budget Revision Request Memo

The Sheriff's Office respectfully requests the following revisions to the FY2018 budget:

Account	Line Item	Description	Current Budget	Increase	Decrease	Revised Budget
703	353-00	Jail Computer Software	1,000.00		1,000.00	0.00
703	221-00	Jail Training	1,750.00		1,250.00	500.00
703	213-00	Jail Utilities	12,076.36		1,200.00	10,876.36
703	459-00	Jail Equipment	2,862.48	3,450.00		6312.48
703				3,450.00	3,450.00	

Respectfully,

Mark T. Brady
Sheriff/Treasurer
Randolph County, WV

6-21-18
MS moved
MS yes
CS yes
MT yes

Office of the SHERIFF OF RANDOLPH COUNTY

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Mark T. Brady, Sheriff

6/21/2018

Randolph County Commission In-house Budget Revision Request Memo

The Sheriff's Office requests the following revisions to the FY2018 budget:

Account	Line Item	Description	Current Budget	Increase	Decrease	Revised Budget
700	217-00	LE Auto Maintenance	21,851.29	2,000.00		23,851.29
700	214-00	LE Travel	3,250.00		2,000.00	1,250.00
700	459-00	LE Equipment		4,000.00		
700	353-00	LE Software	4,000.00		4,000.00	0.00
700				6,000.00	6,000.00	

Respectfully,

Mark T. Brady
Sheriff/Treasurer
Randolph County, WV

6-21-18
MS moved
MS yes
CS yes
MT yes

