

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 16th day of August, 2018 at 10:00 a.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:

Tom Rennix, President of the Tygart Valley Homestead Association, appeared before the Commission. He said he was there to give an update on the association. He said they received their 501C3 designation on January 30, 2017. He said back when Homestead School was in operation they were working really hard to try to keep the school open. They held several fundraisers and tried to spread awareness of the situation at Homestead School. The school board did vote to keep the school open at that time but on March 1, 2017 a windstorm dislodged the gym roof and it fell over onto the cafeteria roof. This resulted in the closing of the school permanently. The board of education did repair the roof but the floors were badly damaged by water exposure. He said there was also vandals that got into the building and caused a lot of graffiti. The building was built in 1939 by the United States Department of Agriculture. The deed between the Department of Agriculture and Randolph County Schools stipulated that if the building was not used as a school building then the building and property would revert back to the United States Department of Agriculture. Mr. Rennix said they applied to the United States Department of Agriculture and Randolph County Schools and on January 17, 2018 Tygart Valley Homestead Association took over the ownership of the Homestead School Building and the property. Since that time with the help from a grant all of the roof has been repaired. They have been working on cleaning and painting inside the building. He said they plan to use the building and the grounds as a community center for the benefit of the public. They plan to have the gym repaired so they it can be used by sports teams for practices. Randolph County Schools has pledged to help them with the repair of the gym floor and cafeteria floor. They plan to use some of the classrooms as office space that will be available to rent. He said their biggest need is to have their electrical service disconnected and moved from the inside of the building to the outside of the building to be compliant with fire codes. They received some estimates for this work in the neighborhood of \$12,000.00. Once they have this corrected they will be able to allow larger groups of people into the building and they will be able to advertise for renting out the office spaces and that will get them on the road to be self sufficient. He invited everyone to come to their meetings. Mr. Rennix said any financial help would be appreciated and would go to a good cause.

MINUTES:

Commissioner Scott moved to approve the minutes of the August 2, 2018 regular meeting, as submitted.

All yes – Motion passed unanimously

Commissioner Scott moved to approve the minutes of the July 31, 2018 special meeting, as submitted.

All yes – Motion passed unanimously

REPORTS:

Cindy Hart, 911/OEM Director, reported that the grant they got for the Hazmat Training will begin with the training starting on August 26<sup>th</sup> and will go until October. The grant will pay for it all which is normally \$1,500.00 per person.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Taylor announced that the next meeting is September 6, 2018 at 1:30 p.m.

ITEMS FOR DISCUSSION/ACTION:

REQUEST FROM MOUNTAIN STATE FOREST FESTIVAL TO USE FRONT LAWN OF COURTHOUSE AND PARKING LOT OF MAGISTRATE COURT DURING THE MOUNTAIN STATE FOREST FESTIVAL

Breanna George, Executive Director of the Mountain State Forest Festival appeared before the Commission. She said she was there to request approval to use the front lawn of the Courthouse and parking lot of the Magistrate Court during the festival. She said they have used the front lawn for several years but this will be the first time using the magistrate court parking lot for the tent for the princesses. The tent will be set up in the parking lot on Thursday and will be taken down before the following Monday.

Commissioner Scott moved to approve the request from the Mountain State Forest Festival, as presented.

All yes -- Motion passed unanimously

REQUEST FROM MOUNTAIN STATE FOREST FESTIVAL FOR FUNDING FOR A SPECIAL PROJECT FOR THIS YEAR'S FESTIVAL

(See letter attached)

Breanna George, Executive Director of the Mountain State Forest Festival appeared before the Commission. She said they would like to purchase more chairs and tables for the festival this year. She said if they purchase formal chairs for the distinguished guest dinner then they won't have to rent them. They are requesting \$5,000.00 for this project. Commissioner See moved to approve the funding request of \$5,000.00 for the Mountain State Forest Festival and that is to be taken out of Hotel/Motel Tax funds.

All yes – Motion passed unanimously

CONSIDER PROPOSAL FROM MT GENERATOR SERVICE AND UNIVERSAL ENGINEERING REGARDING GENERATOR MAINTENANCE CONTRACT FOR VFD'S AND EMERGENCY SHELTERS IN COUNTY

Pat Smith from Mt Generator Service and Universal Engineering appeared before the Commission. He said this proposal has three sections to it. The first is the monitoring of the generators in which they can tell when batteries are dead and so forth. This is \$9,240.00 per year. The second is the generator servicing in which they check switches and oil and things of that nature and the cost for this is \$6,375.00 per year. The last is a repair of the generator at the senior center in Mill Creek. The automatic transfer switch function has failed. The cost to repair it will be \$3,800.00 and it will have a two year warranty.

Commissioner Scott moved to approve the monitoring contract in the amount of \$9,240.00 per year, as presented.

All yes – Motion passed unanimously

Commissioner See moved to approve the servicing contract for 16 units in the amount of \$6,375.00 per year, as presented.

All yes – Motion passed unanimously

Commissioner Scott moved to approve the repair of the automatic transfer switch on the Mill Creek Senior Center generator in the amount of \$3,800.00, as presented.

All yes - Motion passed unanimously

CONSIDER RE-APPOINTMENT TO HELVETIA PUBLIC LIBRARY BOARD

(See letter attached)

Commissioner See moved to approve the re-appointment of Betty Biggs to the Helvetia Public Library Board of Directors with a term ending on June 30, 2023.

All yes – Motion passed unanimously

CONSIDER REQUEST FROM ASSESSOR PHYLLIS YOKUM TO MAKE CHANGES TO CURRENT ERRONEOUS ASSESSMENT FORMS

(See attached copy)

Randolph County Assessor Phyllis Yokum appeared before the Commission. She gave a copy of the new erroneous assessment form to the Commission for review. She said this is not a procedure change just a form change. She said that WV Code requires the erroneous assessments be approved by the County Commission and signed by the president of the County Commission, County Clerk and Prosecuting Attorney and then given to the Sheriff's Office to be processed. She said these form are on the new program they purchased from Global Science and Technology and they are computer generated and much easier to use and fill out. Commissioner See moved to approve the changes to the erroneous assessment forms, as submitted.

All yes – Motion passed unanimously

CONSIDER APPROVAL OF COMMUNITY CORRECTIONS GRANT BUDGET FOR 2019

Commissioner Scott said the North Central Community Corrections Board met to revise the 2018/ 2019 budget that the Governor awarded to them. There will be some forms coming in that need to be signed by the County Commission president. Those forms are not here yet but should be arriving in the next few days.

Commissioner Scott moved to give the County Commission President, Michael Taylor authority to sign the forms, when needed, regarding the North Central Community Corrections grant for 2018/2019.

All yes – Motion passed unanimously

CONSIDER HIRING OF THREE PART TIME EMPLOYEES AS 911 DISPATCHERS  
(See letter attached)

911/OEM Director, Cindy Hart appeared before the Commission. She said she has an employee leaving and she was already down one employee so she would like to hire three part time employees and get them started effective today. She said the first one is Charles B. Workman and he has already been trained so she would like him to start at \$12.34 per hour. This will be with no benefits. The second person she would like to hire is Chad F. Hawley with a starting salary of \$10.34 per hour with no benefits. The third person she would like to hire is Ramon Goux with a starting salary of \$10.34 per hour with no benefits. The positions are already included in her budget. She said they will be placed on 90 day probation period and will be kept at part time until she sees if they work out. Commissioner See moved to approve the hiring of the three part time dispatchers, as presented.

All yes – Motion passed unanimously

CONSIDER RECOMMENDATION FROM ASSESSOR PHYLLIS YOKUM  
REGARDING A GRIEVANCE FILED BY TWO OF HER EMPLOYEES

Commissioner Taylor said the Commission met in executive session a couple weeks ago and had asked Assessor Yokum to prepare the Commission a written recommendation of her findings.

Commissioner See moved to go into executive session relative to a personnel matter.

All yes – Motion passed unanimously

10:53 a.m. – Commissioner Taylor said we are out of executive session and no action was taken in executive session.

Commissioner Scott moved to authorize the Commission President to present, in writing to Assessor Phyllis Yokum, a response regarding the grievances filed by the two employees from her office.

Commissioner Taylor said since this is a personnel matter that is why the Commission is going to do it in letter format.

All yes – Motion passed

CONSIDER PROPOSAL REGARDING SETTLEMENT OF PERSONNEL MATTER (PAYING OF LEGAL FEES WITH FORMER ADMINISTRATIVE ASSISTANT, DONNA HADDIX, MAY LEAD TO EXECUTIVE SESSION)

Commissioner Taylor entertained a motion to go back into executive session for the purposes of discussing a legal and personnel matter.

Commissioner Scott said before you make the motion, due to the fact that I was implicated in the allegations by the employee, I wish to recuse myself from this matter.

Commissioner Taylor said that Commissioner Scott has been involved in the discussions until this point and it's a little late now. Commissioner Scott said he recused himself from the last vote also and when they went to training he had a conversation with one of the Attorney's from WV Corp. and they said he needed to recuse himself. Commissioner See said Commissioner Scott was in discussion with all the Attorneys about this.

Commissioner See moved to go into executive session regarding a legal and personnel matter.

Commissioner Taylor – yes

Commissioner See – yes

Commissioner Scott - did not vote

Motion passed

Commissioner Taylor and Commissioner See went into executive session with Randolph County Prosecuting Attorney, Michael Parker.

11:10 a.m. – Commissioner Taylor said no action was taken in executive session.

Commissioner See moved to approve payment of legal fees as recommended by legal counsel in the amount of \$23,333.33 in the Haddix case and that is to come out of Coal Severance.

Commissioner Taylor – yes

Commissioner See – yes

Commissioner Scott – *did not vote wasn't present for vote*

Motion passed

FINAL SETTLEMENTS:

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

Thurman A. Daniels

Bruce Allen Long

Cooper R. McQuilkin

William Michael White

All yes – Motion passed unanimously

BUDGET REVISIONS: None

DIVISION OF PROPERTY /ERRONEOUS ASSESSMENTS:

Commissioner See moved to approve the Division of Property/ Erroneous Assessments, as submitted.

All yes - Motion passed unanimously

FIRE FEE EXONERATIONS:

Commissioner See moved to approve the fire fee exonerations, 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: Chris See



P.O. BOX 388 • ELKINS, WV 26241 • OFFICE: (304) 636-4824 • FAX: (304) 636-4020 • WWW.FORESTFESTIVAL.COM

August 16, 2018

Mike Taylor, President  
Randolph County Commission  
4 Randolph Ave.  
Suite 102  
Elkins, WV 26241

Dear Commissioner Taylor,

On behalf of the Mountain State Forest Festival Association, I am writing this letter to thank you for approving funding for \$5000 for the 82<sup>nd</sup> annual festival that will be held September 29, 2018 thorough October 7, 2018.

Thank you again for this decision and we greatly appreciate the commissioners taking the time to consider and approve our request. If you have any questions or would need further information please contact me at the festival office Monday through Friday, 9am until 4pm.

Sincerely,

Breanna George  
Executive Director



RECEIVED  
RANDOLPH COUNTY  
COMMISSION

2018 JUL 30 AM 10:13

APPROVED BY

Helvetia Public Library  
P.O. Box 15  
Helvetia, WV 26224

Randolph County Commission  
4 Randolph Ave # 102  
Elkins, WV 26241

Attention: **Michael Taylor,**

Betty Biggs term of service as President of the Helvetia Public Library Board of Directors has expired as of June 30, 2018. It is her desire, and the unanimous desire of the Board that she be renewed for another term as President. The pending term would run through June 30, 2023. Please feel free to contact me with any questions.

Sincerely,

Douglas Davis  
Director - Helvetia Public Library  
304-924-5369

APPROVED



Date: August 08, 2018

Exoneration #: 1

Phyllis Yokum, ASSESSOR OF RANDOLPH COUNTY

**EXONERATION ORDER**

Property Type: Personal

State of West Virginia, County of Randolph

At a regular meeting of the County Commission of Randolph County, West Virginia held at the courthouse of said county, Commissioners: Mike Taylor, Chris See, and Mark Scott, on the 8 day of August issued the following order, which was made and entered, to-wit:

Upon application of Example, whose address is 4 Randolph Ave Elkins, WV 26241, and whose phone number is 304-636-2114, who proved to the satisfaction of the Commission that they are aggrieved by an erroneous assessment for 2014 Jeep Cher in District 05 ELKINS CORPORATION, assessed at 25,000.00 for the tax year 2018.

The commission therefore orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of taxes so assessed for the tax year 2018. If said taxes have been paid, the Sheriff shall refund the same to them.

The Commission certifies the following facts upon which it grants said relief:

valued too high

District: 05 ELKINS CORPOE  
Account #:  
Tax Ticket #: 000035  
Map/Parcel:  
Tax Year: 2018  
Class: Unchanged  
Orig. Half Year Tax: 250.00  
New Half Year Tax: \$150.00

**Amount Exonerated**  
Face Tax: 100.00  
Interest: 0.00  
Penalty: 0.00  
**Total Exonerated: 100.00**  
Personal Property: 25,000.00 to 20,000.00  
  
Homestead: 0.00 to 0.00  
**Total Value Change: 25,000.00 to 20,000.00**

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Processed by Tax Office

\_\_\_\_\_  
Acknowledged - Prosecuting Attorney

\_\_\_\_\_  
Approval-President of County Commission

\_\_\_\_\_  
Assessor

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Order Entered to State Auditor



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

August 16, 2018

*[Handwritten signature]*

I am requesting to hire (3) Three Part-time employees for the open Telecommunicators positions. All have a clear criminal background check, references are favorable, and their interviews went well. These applications were left over from the last advertisement, earlier in this year. There are no county benefits offered to part-time employees.

1. Charles B. Workman

- Starting pay will be \$ 12.34 /hour; He is already Weapons, APCO and EMD trained. He would move to \$13.34 per hour once the probationary period has been completed.

2. Chad F. Hawley

- Starting pay will be \$ 10.34 per hour and will increase, per policy, once probation and training are completed.

3. Ramon Goux

- Starting pay will be \$ 10.34 per hour and will increase, per policy, once probation and training are completed

Thank you, *[Handwritten signature]*  
Cindy Hart, Director