

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 20th day of September, 2018 at 1:30 p.m.

Present: Michael Taylor, President of the Randolph County Commission and Randolph County Commissioner, Mark Scott. Commissioner Chris See was absent.

Meeting called to order by Commissioner Taylor

PUBLIC COMMENT: None

MINUTES:

Commissioner Scott moved to approve the minutes of the September 6, 2018 regular meeting with one correction and that was the \$5,000.00 funding for the jobs coordinator last year was paid by the Commission and Randolph County Board of Education. All yes - Motion passed unanimously

REPORTS:

OEM/911 Director Cindy Hart reported that Upshur and Nicholas Counties had contacted her and said that they were taking donations for the people affected at the 911 Centers in North Carolina from the hurricane. Out of the 21 dispatchers and the two agencies, nine got their homes destroyed so they are pretty much living at work. They gave her a list of stuff they were looking for and she said she didn't know if the Commission could help buy some of the stuff or be a distribution point and then Upshur County and Nicholas County could come and pick it up and take it to them. Commissioner Taylor said unfortunately it was not an agenda item but he would like to ask the Prosecuting Attorney, Michael Parker his opinion about whether the County could make a contribution and buy some of this stuff they need. Commissioner Taylor said he would try to get Cindy Hart an answer as soon as possible. Commissioner Taylor said he doesn't have a problem with them using the back bay as a collection point. Cindy said the new building is coming along on track. The towers are on schedule to be erected and operational on December 1st. The new hires that she has will be going to weapons training November 13th thru the 16th and they are working out very well. She said they did emergency preparedness and safety training at ERCC and will be doing it at Mountaineer Gas tomorrow. She said they have a lot of agencies calling and asking for them to come train them and that is good. She said next week is the Siron conference at camp Dawson.

Curt Gainer reported that the Randolph County Emergency Squad has staffed two more employees so now they have four advanced life support ambulances in the County 24/7 365 days a year. He said they had their examination from the State of West Virginia EMS Office and Randolph County EMS did score very well this year and they are in the top 20th percentile.

CORRESPONDENCE:

Commissioner Taylor said every year the County depends on receiving the PILT (payment in lieu of taxes) funding that is provided by the federal government. He said they are pretty much at the mercy of congress as to how much they fund for that. He said this always comes right at the end of the year. The amount this time is \$550,053.00 which is the highest it's been in several years. Commissioner Taylor said if everyone remembers the County Commission joined a county out in Utah and several other counties in the United States in a suit against the government because they had not paid what they were supposed to.

ANNOUNCEMENTS:

County Clerk, Brenda Wiseman announced that the last day to register to vote or make any changes will be October 16, 2018 for the upcoming General Election. She also announced that early voting will begin on October 24th and run through November 3rd and it will be located at the Wees Annex.

ITEMS FOR DISCUSSION/ACTION:**CONSIDER REQUEST FROM DRY FORK REC CENTER FOR CONTRIBUTION TOWARDS AUTUMN ON THE DRY FORK FESTIVAL OCTOBER 13, 2018**

(See letter attached)

Rex Vance, President of the Dry Fork Recreation Center, appeared before the Commission. He said every year they have this festival and this is approximately the 20th year. He said they started with nothing and have built a baseball field, basketball court, volleyball court, large pavilion, maintenance building with a concession stand and a stage with concrete in front of it. Mr. Vance said at the festival on October 13th they will have a pork roast and chicken BBQ and they will make apple cider and apple butter right on site all day. He said they would like to build a wellness and fitness center so people can walk indoors in the winter time. He said possibly it could be used as a shelter when there are emergencies. Commissioner Taylor said it is quite an accomplishment with the work the community has put into that. Commissioner Scott moved to give \$4,000.00 out of Hotel/Motel Tax for the Autumn on the Dry Fork Festival.

All yes – Motion passed unanimously

CONSIDER REQUEST FROM PROSECUTING ATTORNEY MICHAEL PARKER FOR NEW HIRE IN PROSECUTOR'S OFFICE, CLERICAL POSITION

(See attached letter)

Randolph County Prosecuting Attorney, Michael Parker appeared before the Commission. He said his office had an opening for circuit court coordinator because the previous person went to work for the circuit court judge. He said he advertised in the paper and received about 20 applications. He interviewed the most qualified candidates and chose Casey J. Stiles. He would like for her to begin working on September 21, 2018 with a salary of \$31,750.00, which he already has in his budget, with full time benefits

and she will be placed on a 90 day probationary period. Commissioner Scott moved to approve the request, as submitted.

All yes -- Motion passed unanimously

APPROVE CONTRACTUAL AGREEMENT WITH PEGGY YOUNG ROSS TO ASSIST WITH GRANT WRITING APPLICATIONS AND TO MONITOR SAME

Commissioner Scott said the Commission was in need of someone to help with grant writing. They heard that Peggy Young Ross did that kind of work so they contacted her and she came in and met with the Commission and discussed it. They currently have two grants that they are working on and one is due this month and one is due next month. Peggy Young Ross has prepared a contract for the Commission to sign. Her fee is \$20.00 per hour. Commissioner Scott moved to approve the service agreement between the County Commission and Peggy Young Ross.

All yes -- Motion passed unanimously

CONSIDER PROPOSAL FOR UPDATES TO EXISTING CONTRACT FOR POSTAGE MACHINE WITH PITNEY-BOWES

Commissioner Scott said the County recently replaced the postage machine. The old postage machine had separate accounts for each office and the new one doesn't include that. He said the Commission contacted Pitney-Bowes about this and they have sent the Commission a new contract. This will be an increase of \$14.00 per quarter.

Commissioner Scott moved to approve the update of the contract with Pitney-Bowes for the County postage machine.

All yes -- Motion passed unanimously

RECEIVE UPDATE FROM RANDOLPH COUNTY RECREATION BOARD ON ACTIVITY AT CAMP PIONEER AND CONSIDER CONTRIBUTION TOWARDS CAMP MANAGER SALARY

(See letter attached)

Tracy Walker appeared before the Commission on behalf of the Randolph County Recreation Board. She showed the Commission a power point presentation and went over everything they had done at Camp Pioneer and what they are planning to do next. She said the maintenance person at Camp Pioneer was the camp manager before but with all the events going on now they need another person. Commissioner Taylor said what they have done at Camp Pioneer in the last five years is phenomenal. Commissioner Scott moved to give \$18,000.00 out of Hotel/Motel Tax to the Randolph County Recreation Board for part of the salary for a camp manager at Camp Pioneer.

All yes -- Motion passed unanimously

CONSIDER APPOINTMENT TO ELKINS RANDOLPH COUNTY HEALTH DEPARTMENT BOARD OF DIRECTORS

(See letter attached)

Commissioner Taylor said the Elkins Randolph County Health Department Board of Directors had a vacancy on their board and contacted the County Commission to appoint someone. There were two applicants and the Commission reviewed their applications

and chose Lisa Tomblyn Preusch. Commissioner Scott moved to appoint Lisa Tomblyn Preusch to the Elkins Randolph County Health Department Board of Directors.
All yes – Motion passed unanimously

REQUEST FROM ELKINS VOLUNTEER FIRE DEPARTMENT FOR FUNDING
FOR MOUNTAIN STATE FOREST FESTIVAL FIREMAN'S PARADE
(See letter attached)

Tyler Harris appeared before the Commission on behalf of the Elkins Volunteer Fire Department. He said they were requesting assistance to support the 82nd annual Mountain State Forest Festival Fireman's parade. He said they feed 250-300 firemen and give out trophies and awards. He said they were asking for a \$1,500.00 donation if possible. Commissioner Scott moved to give the Elkins Volunteer Fire Department \$1,500.00 out of Hotel/Motel Tax for the Mountain State Forest Festival Fireman's parade.

All yes – Motion passed unanimously

CONSIDER RESOLUTION FOR COURTHOUSE FACILITIES IMPROVEMENT
GRANT (ROOF PROJECT, PHASE II)
(See copy attached)

Commissioner Taylor said this is a Resolution that is needed for phase II of the roof project. This Resolution authorizes the President of the Randolph County Commission to enter into a contractual agreement with the Courthouse Facilities Improvement Authority. Commissioner Taylor said this is one of the grants that Peggy Young Ross is working on right now for the Commission. Commissioner Scott moved to approve the Resolution, as submitted.

All yes – Motion passed unanimously

CONSIDER REQUEST FOR NEW HIRE FOR RANDOLPH COUNTY WVU
EXTENSION SERVICE

Commissioner Taylor said WVU Extension Agent Hannah Fincham could not be here today but sent the Commission a letter. He said they had a lady working at the extension office that has been getting paid out of WVU funds and now they are asking that the County take over the funding of that position. Commissioner Taylor said he thinks they need to discuss this further before they move forward. Commissioner Scott moved to go into executive session for a personnel matter.

All yes – Motion passed unanimously

2:27 pm – Commissioner Taylor said let the record reflect we have come out of executive session and no action was taken.

Commissioner Taylor called for a motion to approve the request for a new hire at the Randolph County WVU Extension Service.

No motion was made

Commissioner Taylor said with no motion being made the item dies. He said just for clarification this is no reflection on the individual that applied. He said it is a difference of opinion between the Commission and the WVU Extension Agent over the funding and the hours worked. He said at this time the issue dies for a lack of a motion.

CONSIDER HIRING NEW ADMINISTRATIVE ASSISTANT FOR COUNTY COMMISSION OFFICE

(See letter attached)

Commissioner Taylor said the County Commission has had a vacancy in their office since earlier this summer. They advertised for this position and had 12-15 applicants. They interviewed five and conducted a second interview and had a background check done. Commissioner Scott moved to approve the hiring of Kathy Weese as administrative assistant for the County Commission office and this is a full time position with benefits with a 90 day probationary period effective September 24th and because she will have supervisor responsibilities he contacted the WV Wage and Hour and this needs to be a salaried position with a salary amount of \$29,500.00.

All yes – Motion passed unanimously

DISCUSS WITH COUNTY CLERK PROCESS FOR PAYING MONTHLY BILLS WITH WV STATE AUDITOR ISSUED PURCHASE CARDS

Commissioner Taylor said about two years ago the County started paying the bills with the state issued auditor's p card. He said one of the added features to that is that the County gets a financial reimbursement from the banking company. He said the issue came up last month that the Clerk didn't use the p card. Clerk Wiseman said she has never been in favor of the p cards and in the beginning it was only to be used for travel and not for every item purchased. She said former Sheriff Jack Roy and former bookkeeper Dawn Manchego were both against it also because they knew the problems it would cause. She said it is very time consuming for her bookkeepers to try to track down people's invoices and receipts. She said when Debbie uses the p card to pay bills it takes her about three days whereas when she writes checks it takes about a half a day. She said not very many places take the p card for payment such as Mon Power and Columbia Gas. Kitty Poling, Bookkeeper for the Randolph County Clerk was present and discussed some issues they have with the p card and with 1099's at the end of the year. Clerk Wiseman said her office will go back to using the p card to pay the bills, the ones they can and she asked why this had to be put on the agenda instead of just talking to her about it. Commissioner Taylor said he wanted it on the agenda so they could make a motion that it be the policy of the Commission to pay as many bills as possible with the p card. Commissioner Taylor said if there is someone that is continuously not turning in their paperwork then their p card needs to be taken away from them. Commissioner Scott moved to pay as many bills as possible with the p card.

All yes – Motion passed unanimously

FINAL SETTLEMENTS:

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

Styrl Wesley Hively

Stacey Lee Webley
All yes – Motion passed unanimously

BUDGET REVISIONS:

(See attached copy)

Commissioner Scott moved to approve the one State budget revision, as submitted.

Commissioner Scott voted yes

Commissioner Taylor voted yes

Commissioner See was absent

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

FIRE FEE EXONERATIONS:

Commissioner Scott moved to approve the fire fee exonerations, as submitted.

All yes – Motion passed unanimously

PAYMENT OF BILLS:

Commissioner Scott moved to pay the bills, as submitted.

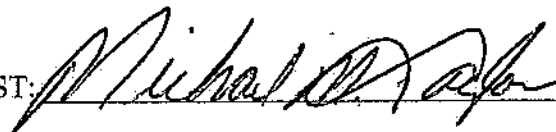
All yes - Motion passed unanimously

ADJOURN THE MEETING:

Commissioner Scott moved to adjourn the meeting.

All yes - Motion passed unanimously

ATTEST:





Dry Fork Recreation Center, Inc.

P.O. Box 1
Harman, WV 26270

*\$4000
Hotel-Motel*

YPS

September 6, 2018

Randolph County Commission
4 Randolph Ave.
Elkins, WV 26241

Honorable Randolph County Commission,

Our annual fall festival for the Harman community, Autumn on the Dry Fork, will be held on Saturday, October 13, 2018 at the Dry Fork Recreation Center. There are many activities, including the making of apple cider and apple butter on site. We are very appreciative of your financial support in the past and understand that you may offer financial support of our annual festival. I would like to request, on behalf of the Board of Directors and the Harman community, a financial contribution from the County for our festival. Thank you for your consideration of this matter.

Sincerely,

Rex Vance

Rex Vance
President
Dry Fork Recreation Center, Inc.

4 Randolph Avenue
2nd Floor Courthouse Annex
Elkins, WV 26241



Telephone: (304) 636-4553
Fax: (304) 636-4198

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

Assistant Prosecutors:
Christina W. Harper, Esquire
April D. Mallow, Esquire
Leckta L. Poling, Esquire
Richard W. Shryock, Jr., Esquire

Victim Service Coordinator:
Jayne Rawl

File Clerk:
Melanie C. Ratliff

Legal Assistants:
Circuit Court Coordinator
Peggy S. Burgess, Juvenile Coordinator
Amber M. Channell, Magistrate Coordinator

Investigator/Paralegal:
Susan E. Gainer

September 20, 2018

Randolph County Commission
2 Randolph Ave.
Elkins, WV 26241

RE: Hiring of Casey J. Stiles as Circuit Court Coordinator

Dear Randolph County Commissioners:

As you are aware, the Randolph County Prosecuting Attorney's Office has a vacant position for circuit court coordinator, for which we advertised in the paper and received numerous resumes. After reviewing the resumes and the respective qualifications of each of the candidates and conducting interviews with the most qualified applicants, I am requesting that the Randolph County Commission approve the hiring of Casey J. Stiles as Circuit Court Coordinator. If approved, Mrs. Stiles will begin work on September 21, 2018, at a salary consistent with the budgeted amount of \$31,750.00 per year along with a full-time benefits package. Consistent with county policy, Mrs. Stiles would be hired pursuant to a 90-day probationary period.

Should you have any questions or concerns, please do not hesitate to contact me at your convenience. I thank you for your time and attention to this matter.

Very truly yours,

Michael W. Parker

MWP:seg

cc: Kitty Poling



Camp Pioneer
Randolph County Park & Recreation Board
P.O. Box 137
Beverly, WV 26253

September 21, 2018

To: Randolph County Commission

Re: Request for dispersal of funds

On behalf, the Randolph County Park and Recreation Board, I would like to request dispersal of \$18,000 from the hotel/motel fund for supplement to our Camp Executive Director salary. Our Board sees the facility as a great asset to the citizens, and particularly the youth, of Randolph County and we thank the Commission for your continuing support.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tracy Walker', is written over a horizontal line.

Tracy Walker

Lisa Tomblyn Preusch
999 Haddix Road
Elkins, WV 26241
304-614-7189



I am a registered voter in the Cheat District and am very interested in the health of Randolph County.

I am a co-owner of Tomblyn Funeral Home along with my brothers. My husband Chuck Preusch, owns and operates Reliable Roofing Company of Elkins and we have 3 daughters.

I am very active in the community and serve on the Advisory Board of the WV Children's Home, the Randolph County Humane Society and the Rotary Club of Elkins.

Please consider me for appointment to the Randolph Elkins Health Department Board.

Thank you.

*\$1500
Hotel Motel Van
ab*

Randolph County Commission
4 Randolph Ave
Elkins, WV 26241

September 7, 2018

Commissioners,

On behalf of the Elkins Volunteer Fire Department, we are requesting assistance to support the 82nd annual Mountain State Forest Festival Fireman's parade. The Elkins Volunteer Fire Department has multiple expenses associated with this event including food for 250-300 firemen, trophies, awards, etc. We are asking the Randolph County Commission for a \$1,500 donation.

Thank you for your support,

Elkins Volunteer Fire Department



**Office of the
Randolph County Clerk**

#2 Randolph Avenue • Elkins, WV 26241
(304) 636-0543 • Fax: (304) 636-0544

Brenda Wiseman
County Clerk

RESOLUTION

2018

The County Commission of Randolph County met on Thursday September 20, 2018 with a quorum present and passed the following resolution.

Be it resolved that the County Commission hereby authorizes Michael M. Taylor, President of the Randolph County Commission, to act on its behalf to enter into a contractual agreement with the Courthouse Facilities Improvement Authority to receive and administer funds pursuant to provisions of the Courthouse Facilities Improvement Fund Program.

Signed: *Brenda Wiseman*

County Clerk

Randolph County Commission



Commissioners

Michael M. Taylor

Chris See

Mark D. Scott

September 21, 2018

Randolph County Clerk

Hiring of Administrative Assistant

At the regular meeting of the Randolph County Commission on September 20, 2018, the Randolph County Commission voted to approve the hiring of Kathaleen Weese as Administrative Assistant in the Randolph County Commission office. The effective date of the hire is September 24, 2018 at an annual salary of \$29,500 with full benefits. She will have a 90 day probationary period.

Thank you,

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

Michael M. Taylor, Randolph County Commission President

STATE BUDGET REVISION

Number: 2



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	* APPROVED AMOUNT	DEBIT (DECREASE)	CREDIT (INCREASE)	REVISED AMOUNT
001-424-230.00	COURTHOUSE CONTRACT SERV	1,979,842.00	21,048.00		1,958,794.00
001-715-566.00	EM SQUAD CONTRIBUTIONS	100,000.00		21,048.00	121,048.00
This budget revision is needed to cover EMS Grant for Laptop Computers					

9-20-18

EMS moved

MS yes

MT yes

CS absent