

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 James F. Cain Courthouse Annex, on the 17th day of November, 2016 at 1:30 p.m.

PRESENT: Michael Taylor, President of the Randolph County Commission and Joyce Johns and Chris See, Commissioners thereof.

Meeting called to order by Commissioner Taylor

PUBLIC COMMENT: None

MINUTES:

Commissioner Johns moved to approve the minutes from the regular meeting that was held on November 3, 2016, as submitted.

All yes – Motion passed unanimously

REPORTS:

County Clerk, Brenda Wiseman reported on the November 8, 2016 General Election. She said 4,520 people voted early. She said the total number of ballots cast was 11,123 which is a 62.41 percent turnout. She said her office had the election results completed by approximately 9: 15 p.m. on election night which she thinks is great and she wanted to thank her staff and the maintenance men and everyone else that helped to make it all go so well. Commissioner Taylor said the Commission greatly appreciates the County Clerk and her staff's work on the election.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Taylor announced that the next County Commission meetings will be held on December 1, 2016 and December 15, 2016 at 1:30 p.m. in the Wees Annex.

ITEMS FOR DISCUSSION/ACTION:

CONSIDER APPROVAL OF A LETTER OF SUPPORT FOR DAVIS AND ELKINS COLLEGE UPWARD BOUND PROGRAM

Commissioner Taylor said the Commission got a call earlier today that the lady from Davis and Elkins College could not attend the meeting today so that will be saved over until the next meeting.

CONSIDER APPROVAL OF FUNDING REQUEST FROM TYGARTS VALLEY FAIRS AND FESTIVALS FOR THEIR CHRISTMAS DINNER.

(See attached copy)

Nick Taylor, Chairman of Tygarts Valley Fairs and Festivals, appeared before the Commission. He said the Tygarts Valley Fairs and Festivals is a non- profit organization

in Mill Creek, WV. He said everything is free for the people and they do it with donations they get from the Commission and others. Mr. Taylor said the Christmas Dinner is something they do every year and they usually feed 450-500 people. He said they also deliver meals to people who cannot come out. They will have Santa Claus there with goodies for the children. This year the dinner will be held on December 10<sup>th</sup> from 11:00 to 3:00 at the Mill Creek Senior Center. Commissioner Taylor said this is a great service the Fairs and Festivals provide to the citizens of our County. Commissioner Johns moved to give Tygarts Valley Fairs and Festivals \$5,000.00 for their Christmas celebration and this is to be taken out of Hotel/Motel Tax.

All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF A CHANGE IN JOB CLASSIFICATION FOR AN EMPLOYEE AT THE WVU EXTENSION OFFICE

Commissioner Taylor said earlier in the month he met with Ronnie Helmondollar and he had explained to him that with the retirement of Gloria Collett they had an opening in their office which he wants to fill. He sent a letter to the Commission which said that he wants to reclassify Roxanne Hare, she is currently a Secretary II on the Randolph County pay scale system, to an Administrative Assistant with a base pay of \$28,500.00 which is still within the budgeted items for salary and the second part of the request was for approval to hire a program assistant at a base pay of \$22,500.00 per year which is still within his budget. Commissioner See said he sits on the board and they were planning on this because they knew Gloria Collett was getting ready to retire. Commissioner See moved to approve the request in change of classification for Roxanne Hare and the job opening as requested.

All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF RENEWAL CONTRACT WITH EMCOR SERVICES TO MAINTAIN THE MAINTENANCE FOR THE HVAC/HEAT FOR THE COURTHOUSE, JIM CAIN ANNEX AND MAGISTRATE BUILDING

Commissioner Taylor said a few meetings ago we approved a contract for maintenance on equipment at the Wees Annex. This is for the other buildings now. The total amount of the contract is \$11,880.00 and it will be billed on a monthly basis. This is basically for preventative maintenance. Commissioner See moved to approve the signing of the maintenance agreement with Emcor Services, as submitted.

All yes – Motion passed unanimously

#### CONSIDER APPROVAL TO CHANGE STATUS OF EMPLOYEE AT 911 CENTER

OEM/911 Director, Cindy Hart appeared before the Commission. She said she had a telecommunicator trainer that resigned and she would like to move Amy Shahan into that position. This would increase her pay to \$13.59 per hour. This money is already in the budget. Commissioner Johns moved to change the status of Amy Shahan to telecommunicator trainer at the 911 Center and to increase her pay to \$13.59 per hour.

All yes – Motion passed unanimously

CONSIDER ACQUISITION OF LAND FOR COMMUNICATION PROJECT

Commissioner See moved that pursuant to WV Code 6-9A the Commission go into Executive Session for purpose of discussing a real estate transaction.

All yes – Motion passed unanimously

2:15 p.m. – Commissioner Taylor said we are back into regular session with no action taken in Executive Session.

Commissioner Johns moved to allow 911/OEM Director Cindy Hart to move forward with proposed communication tower project for Randolph County at a cost not to exceed \$50,000.00.

All yes – Motion passed unanimously

FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS:

Commissioner Johns moved to approve the three final settlements/annual accountings, as submitted.

James Robert Hill, Jr.

Carolyn Ann Carr

Joan Jones

All yes – Motion passed unanimously

BUDGET REVISION: None

ERRONEOUS ASSESSMENTS/DIVISIONS OF PROPERTY:

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

All yes - Motion passed unanimously

PAYMENT OF BILLS:

Commissioner Johns moved to pay the bills, as submitted.

All yes - Motion passed unanimously

ADJOURN THE MEETING:

Commissioner Johns moved to adjourn the meeting.

All yes - Motion passed unanimously

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