

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 1<sup>st</sup> day of April, 2021 at 1:30 p.m.

Present: Mark Scott, President of the Randolph County Commission and David Kesling and Chris See, Commissioners thereof.

Meeting called to order by Commissioner Scott

PUBLIC COMMENT: None

MINUTES:

Commissioner See moved to approve the minutes from the special meeting that was held on March 26, 2021, as submitted. All yes – Motion passed unanimously

Commissioner Kesling moved to approve the minutes from the regular meeting that was held on March 18, 2021, as submitted. All yes – Motion passed unanimously

REPORTS:

Sheriff Elbon reported that the canine Deputy is here and working and doing well.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Scott announced that the next regular meeting will be held on April 15, 2021 and there will be a special meeting on April 5, 2021 at 9:00 a.m.

Commissioner See announced that there was a pre bid meeting on the 911 road sign project and it should be on the next Agenda for approval.

ITEMS FOR DISCUSSION/ACTION:

INFORMATIONAL PRESENTATION FROM TAMMY DOLLY OF OUR TOWN, INC.

Commissioner Scott said this item will have to be rescheduled.

INFORMATIONAL PRESENTATION FROM JACK TRIBBLE

Jack Tribble from the Forestry Service appeared before the Commission. He said he was there to give a report of what the forestry service has been doing. He gave the Commissioners a contact list. He said his office has been focusing on fire and timber. He said he is in the greenbrier district which is half in Randolph County and half in Pocahontas County. He said they are excited that timber sales are going up and are planning on having some timber sales soon. He also discussed the Snowshoe Highlands area ride center and said they are going after some grants for new trails. He said they are trying to bring economic recreation to Randolph County. He asked the Commission for a letter of support for the bike center. Mr. Tribble said this is fishing season and it is up 40-60% due to COVID.

CONSIDER APPROVAL OF VOCA GRANT FOR PROSECUTING ATTORNEY'S OFFICE

Allyson Smoak, Victim Services Coordinator, from the Randolph County Prosecuting Attorney's Office appeared before the Commission. She said the funding from the VOCA Grant provides for her position and office supplies, etc. She said she provides victims with support, helps them with court and lots of other things they need. She said she served 700 victims of crime last year. She said she has been extremely busy. The amount of the grant she is applying for is \$59,693.00 which includes a cash match of \$11,938.00. If awarded, this would be the 24<sup>th</sup> year for this grant, she said. Commissioner See moved

to authorize the signature on the VOCA Grant application for the Randolph County Prosecuting Attorney's Office. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF SUBGRANT AGREEMENT FOR CARES ACT FUNDING

Commissioner Scott said the County received money from the State at the end of last year. He said there were different categories that it could be used for. One of those categories was wages for first responders. He said \$1,735,105.34 was spent by the Randolph County Ambulance Authority for wages for first responders. He said this is an agreement to reimburse them for those wages out of the CARES Act funding. Commissioner See moved to approve the subgrant agreement with the Randolph County Ambulance Authority for reimbursement of funds that were spent. All yes – Motion passed unanimously

#### CONSIDER DONATION OF PAPER TOWEL DISPENSERS TO ELKINS LITTLE LEAGUE

(See letter attached)

Commissioner See read a letter from Phil Riggleman, President of Elkins Little League, requesting a donation of the old paper towel dispensers from the Court House. He said they are currently in storage in the basement of the Court House and new ones have been installed in their place. Commissioner See moved to approve the request to donate the old paper towel dispensers to the Elkins Little League. All yes – Motion passed unanimously

#### CONSIDER HIRE OF FULL-TIME DEPUTY FOR LAW ENFORCEMENT

(See letter attached)

Randolph County Sheriff Robert R. Elbon, Jr. appeared before the Commission. He said he would like to request the hiring of Zachary Ryan Yeager as a full-time uncertified Deputy for the Randolph County Sheriff's Office. He said Mr. Yeager will begin working between April 12, 2021 and April 19, 2021 with a starting salary of \$36,283.00 and this will be a fully benefited position and he will be placed on a 1 year probationary period. Commissioner Kesling moved to approve the hiring of Zachary Ryan Yeager as a full-time uncertified Deputy for the Randolph County Sheriff's Office with a starting salary of \$36,283.00 and with an effective date of hire between April 12, 2021 and April 19, 2021 and this will be a fully benefited position and he will be placed on a 1 year probationary period. All yes – Motion passed unanimously

#### CONSIDER SPECIAL FUNDING REQUEST FROM THE RANDOLPH COUNTY DEVELOPMENT AUTHORITY

(See letter attached)

Commissioner Scott said 6 or 7 years ago the development authority did a magazine promoting tourism. He said that is now outdated and they have reprinted a new one. It will be produced by WV Living Magazine and it will be a piece called "Explore Randolph County". This piece will focus more on showing what Randolph County has to offer businesses and new residents. The cost is \$25,000.00 and the development authority is asking for funding help from the Commission in the amount of \$7,500.00. This magazine will be printed and also available digitally. Commissioner Kesling moved to approve the special funding request from the Randolph County Development Authority in the amount of \$7,500.00 and that is to be taken out of Hotel/Motel Tax funds. All yes – Motion passed unanimously

#### CONSIDER SIGNING A MEMORANDUM OF UNDERSTANDING WITH THE RANDOLPH COUNTY HUMANE SOCIETY

Commissioner Scott said this is something the Commission has done for the last several years. He said it is a Memorandum of Understanding and it covers how many animals they will accept, how court cases will be handled and that type of information. He said it is the same as years past and the funding will be the same at \$80,000.00. Commissioner See moved to approve the signing of the Memorandum of Understanding between the Randolph County Commission and the Randolph County Humane Society, as submitted. All yes – Motion passed unanimously

#### CONSIDER CONTRACT RENEWAL WITH SOFTWARE SYSTEMS, INC.

Commissioner Scott said the maintenance contract on the AS400 is coming up for renewal on April 20, 2021. He said Software Systems, Inc. is who handles the maintenance on that server and it is used by several of the offices in the Courthouse and Annex. He said if they do a 3 year contract it will save money. Commissioner See moved to approve signing a 3 year maintenance contract with Software Systems, Inc. in the amount of \$11,324.31. for the AS400. All yes – Motion passed unanimously

#### CONSIDER RESOLUTION AND ADOPTION OF SECTION 3 PLAN OF HUD

Commissioner Scott said the County has applied for some federal grants recently and in the past they have not applied for many federal grants. He said they are applying for a federal grant for the distressed properties and there are certain rules and regulations for federal grants. He said one of those rules is to adopt a section 3 plan and it says that when they bid the project out they will take into consideration if the contractor has anyone that qualifies for HUD housing or anything like that. If they do, that will work in the favor of that contractor. He said there is different ways they have to bid it out. Commissioner Kesling moved to approve the Resolution and adoption of Section 3 plan of HUD as discussed. All yes – Motion passed unanimously

#### FINAL SETTLEMENTS:

Commissioner Kesling moved to approve the 10 final settlements/annual accountings as submitted on the following estates:

Ruby Mae Bennett

Garnet Borrer

Margaret June Cross

James William Crowley, Jr.

Clifford Justin Hamrick

A.W. Kovach

Frederick William Ritter

James Eugene Shiflett

Carolyn Tompkins

Claude White

All yes – Motion passed unanimously

#### BUDGET REVISIONS:

(See attached copies)

Commissioner Kesling moved to approve a State budget revision in the amount of \$50,000.00 from Community Development to Property Enforcement. Commissioner Kesling voted yes, Commissioner See voted yes, Commissioner Scott voted yes. Motion passed

Commissioner See moved to approve an In House budget revision in the amount of \$1,000.00 from Dog Warden travel and training to Dog Warden supplies and overtime. All yes – Motion passed unanimously

Commissioner Kesling moved to approve an In House budget revision in the amount of \$8,000.00 from Task Force Equipment to Task Force Investigations. All yes – Motion passed unanimously

Commissioner See moved to approve an In House budget revision in the amount of \$30,200.00 to increase the revenue line. All yes – Motion passed unanimously

#### DIVISION OF PROPERTY/ERRONEOUS ASSESSMENTS:

Commissioner Kesling moved to approve the divisions of property/ erroneous assessments, as submitted. All yes – Motion passed unanimously

DISTRESSED PROPERTIES: None

FIRE FEE ADJUSTMENTS:

Commissioner See moved to approve the 21 fire fee adjustments, as submitted. All yes – Motion passed unanimously

PAYMENT OF BILLS:

Commissioner Kesling moved to pay the bills, as submitted. All yes – Motion passed unanimously

ADJOURN THE MEETING:

Commissioner Kesling moved to adjourn the meeting. All yes – Motion passed unanimously

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

**Elkins  
Little League Baseball**



P.O. Box 1784  
Elkins, WV 26241

*Approved  
4/1/2021*

March 23, 2021

Randolph County Commission:

The paper towel dispensers have been recently replaced and the old dispensers have been placed downstairs in storage. I am currently president of the Elkins Little League and would like to request that the old dispensers be donated to our league. Thank you very much.

A handwritten signature in black ink, appearing to read "Phil Riggleman", with a long horizontal line extending to the right.

Phil Riggleman

Office of the  
**SHERIFF OF RANDOLPH COUNTY**

**Law Enforcement**

32 Randolph Avenue  
Suite 201  
Elkins, WV 26241

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



**Tax Office**

4 Randolph Avenue  
Suite 100  
Elkins, WV 26241

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

**Robert R. Elbon Jr., Sheriff**

---

4/1/2021

I would like to submit Zachary Ryan Yeager, as candidate for Uncertified Deputy with the Randolph County Sheriff's Office with starting date between 4/12/21 and 4/19/21 and starting salary of \$36,283. *Fully benefit position.*

*1 year probationary period*

Respectfully,

Sheriff Robert R. Elbon Jr.



**RANDOLPH  
COUNTY**  
WEST VIRGINIA

**DEVELOPMENT  
AUTHORITY**  
PLAN • INVEST • PROSPER

4/1/2021  
Approved for  
Hotel / Hotel  
Tax

January 29, 2021

Mark Scott, President  
Randolph County Commission  
4 Randolph Avenue, Suite 102  
Elkins, West Virginia 26241

Re: Special Funding Request

Dear President Scott:

The Randolph County Development Authority is currently working on the creation of a new business and workforce recruitment piece called "Explore Randolph County." This piece will be produced by WV Living Magazine and is based on the previous tourist magazine, "Explore Elkins." While the previous version had a strict tourism focus, this piece will focus on showing what Randolph County has to offer to businesses and new residents alike. It will focus on infrastructure, sites/buildings, current industry clusters, targeted industry segments, communities throughout the county, education, transportation, and much more. It will also have a resource guide for the types of businesses that may be helpful to companies or individuals looking to locate to this area for the first time. This piece will highlight all of our communities and assets in Randolph County.

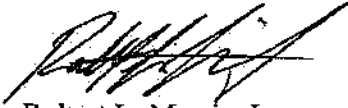
While there will be an initial print run for the magazine itself of several thousand copies, it will also be available digitally. The interactive digital copy will be able to be added to websites such as the RCDA, Randolph County Commission, City of Elkins, Elkins Main Street, Chamber of Commerce, CVBs, and so on. The digital copy will have active hyperlinks that can direct people to specific sites of interest to them. By having both a print and digital version, we will be able to target all of our audiences through either medium.

The cost for development of the magazine and initial print run is twenty-five thousand dollars (\$25,000.00). The RCDA is reaching out to a few key partners to help fund this initiative. We would respectfully request a contribution from the Randolph County Commission in the amount of seven thousand five hundred dollars (\$7,500.00) to help offset the cost of this magazine.

Page 1 of 2

We are very excited about things happening in and around our region. We feel this piece will help in our recruitment efforts for businesses and citizens alike. We appreciate your consideration of our request. I am happy to attend any committee or council meeting you would like to further discuss this opportunity.

Respectfully Submitted,



Robert L. Morris, Jr.  
Executive Director





**State BUDGET REVISION**

Reason for Revision:

Property Enforcement

**REVENUES:**

ACCOUNT NUMBER	Account Name	PREVIOUSLY APPROVED		INCREASE	DECREASE	REVISED AMOUNT
		AMOUNT				

**EXPENDITURES:**

		PREVIOUSLY APPROVED		Increase	Decrease	REVISED
001-430-2-30.00	Community Development			\$50,000.00		
001-424-2-30.04	Property Enforcement			\$50,000.00		

TOTAL INCREASE/(DECREASE) EXPENDITURES: **\$100,000**      \$50,000.00      \$50,000.00

*4-1-2021*  
*DK-moved*  
*DK=yes cs=yes ms=yes*

**In-House BUDGET REVISION**

Reason for Revision:

**REVENUES:**

ACCOUNT NUMBER	Account Name	PREVIOUSLY APPROVED		REVISION	
		AMOUNT	INCREASE	DECREASE	REVISED AMOUNT

**EXPENDITURES:**

ACCOUNT NUMBER	Account Name	PREVIOUSLY APPROVED		REVISION	
		AMOUNT	Increase	Decrease	REVISED AMOUNT
003-716-2-21.00	Dog Warden Training			\$500.00	
003-716-2-14.00	Dog Warden Travel			\$500.00	
003-716-3-41.00	Dog Warden Supplies		\$500.00		
003-716-1-08.00	Dog Warden Overtime		\$500.00		

TOTAL INCREASE/(DECREASE) EXPENDITURES: \$1,000.00

TOTAL INCREASE/(DECREASE) EXPENDITURES: \$2,000

*4-1-21*  
*CS-moved*  
*CS-YES - ms-yes-DK-yes*

# 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

**Robert R. Elbon Jr., Sheriff**

4/1/2021

The Sheriff's Office respectfully requests the following budget revisions.

**IN-HOUSE BUDGET REVISION**

**Reason for Revision:** To increase the TF Investigations line item.

**REVENUES:**

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				
No Change					

TOTAL INCREASE/(DECREASE) REVENUE: \$0.00      \$0.00      \$0.00      \$0.00

**EXPENDITURES:**

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				
075-404-233-00	TF Investigations	\$7,500.00	\$8,000.00		\$15,500.00
075-404-459-00	TF Equipment	\$15,000.00		\$8,000.00	\$7,000.00
		\$22,500.00	\$8,000.00	\$8,000.00	\$22,500.00

TOTAL INCREASE/(DECREASE) EXPENDITURES: \$0.00

REVENUE CHANGE LESS EXPENDITURE CHANGE \$0.00

Respectfully,

Robert R. Elbon Jr.  
Sheriff/Treasurer

4-1-2021  
DK-moved  
SK-yes CS-yes MS yes

