

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 19th day of May, 2022 at 1:30 p.m.

Present: Randolph County Commissioners David Kesling and Chris Siler. Commission President Chris See was absent.

Meeting called to order by Commissioner Kesling

PUBLIC COMMENT: None

MINUTES:

Commissioner Siler moved to approve the minutes from the regular meeting that was held on May 5, 2022, as submitted. All yes – Motion passed unanimously

REPORTS:

County Clerk Brenda Wiseman reported that the Election went well and the canvass has been completed.

Administrative Assistant, Brooke Hinzman reported that the other day in the mail the Commission received a flag box from the National Association of Counties in collaboration with the WV County Commissioners Association. This is for flags that need to be retired, such as old American flags and they can be dropped off here and the maintenance staff will take them to the VFW.

Commissioner Kesling reported that himself and two deputies attended an ESGR luncheon, which stands for Employee Support of the National Guard and Reserve, where Randolph County received the above and beyond award from them for their support of our Guardsman and Reserves. He read the Proclamation out loud.

Rhett Dusenberry reported that Congressman Mooney will help with any letters of support that is needed for grants.

Shonna Fox, 911/OEM Director reported that she contacted Fort Bragg and they have a generator that can be used for the Bickel's Knob generator that is not working properly. She said they can piggy back off of their generator and not have to buy a new one.

Commissioner Kesling said this week is National Police Officer's Week and the Commission did a post out recognizing the Deputies.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Kesling announced that the next regular meeting will be held on June 2, 2022 at 1:30 p.m.

ITEMS FOR DISCUSSION/ ACTION:

INFORMATIONAL PRESENTATION AND FUNDING REQUEST FROM NIKKI ROGERS FOR 2022 BACK TO SCHOOL BASH

Commissioner Kesling said this item is tabled as Ms. Rogers could not come today.

INFORMATIONAL PRESENTATION AND FUNDING REQUEST FROM STANLEY TEETS FROM THE ELKS LODGE

Stanley Teets appeared before the Commission on behalf of the Elks Lodge #1135. He said he was there to request \$40,000.00 from the Randolph County Commission to purchase a mower for the

maintenance of the golf course. He said the Elks Lodge donates play on the golf course to the Elkins High School, Tygarts Valley High School and Davis and Elkins College. He said the athletes do not pay one dime to play and the course is used as a fund raiser tournament for the Mountain State Forest Festival each year and the lodge is used for the banquet. He said the Randolph County Sheriff's Office also uses their course for fund raisers for their foundation. He said the Elks sponsor a Junior Golf Program which teaches children 13 and under the rules of golf. He said when organizations ask for prizes for local raffles and other fund raisers, golf passes are also donated. He said organizations also use the Elks Lodge for events such as the Tygarts Valley Prom which was last Saturday. He said the golf course brings in people that are here for other events such as camping, Mountain Explorer Dinner Train, Augusta and other festivals. He went over the donations that the Elks Lodge has given to local agencies. He said they have 70 acres to maintain and it puts a lot of wear and tear on the equipment. He said he has been a member of the organization for 26 years and in his time they have never come before the Commission to ask for any help. Commissioner Kesling asked for a break down of the price of the mower. Mr. Teets said he will get it to them. Commissioner Kesling said they will take this up when Chris See gets back from vacation.

#### CONSIDER APPROVAL OF ABCA ZONING LETTER FOR OLD TIMERS REUNION

Commissioner Kesling said this is something the Commission does every year for the Old Timers Reunion. Commissioner Siler moved to approve the ABCA Zoning Letter for the Old Timers Reunion, as requested. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF ESTIMATE FROM DIGITAL SOUP

Commissioner Kesling said this is for camera upgrades for the Community Corrections Office and Probation Office. Commissioner Siler moved to approve the estimate from Digital Soup in the amount of \$806.99 for the camera upgrades and that is to be taken out of the worthless check funds. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF SCHEDULED MAINTENANCE AGREEMENT FROM CASTO TECHNICAL

Commissioner Kesling said this is something they do every year and it's for maintenance on the units around the courthouse complex. Commissioner Siler moved to approve the maintenance agreements for the Randolph County Courthouse and Jail, as submitted and this is to be paid out of Courthouse Contractual. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF FUNDING REQUEST FROM WHITMER WATER ASSOCIATION

Commissioner Siler said the Whitmer Water Association is having trouble getting their annual financial reports caught up. He said the County can't give them money until these Audit reports are done. He said they can't afford to pay to have the reports done. He read a letter out loud from the Whitmer Water Association. They are asking for \$10,500.00 to get the reports done. Commissioner Siler moved to approve up to \$10,500.00 for the Whitmer Water Association to get their annual reports caught up and that is to be taken out of courthouse contractual funds. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF PAY APPS 6 & 7 FOR WOLF CREEK CONTRACTING

Commissioner Kesling said they have two invoices that need paid to Wolf Creek Contracting and those invoices are for the sidewalk project and landscaping. He said invoice #6 is in the amount of \$20,761.90 and invoice #7 is in the amount of \$20,014.16. Commissioner Siler moved to approve paying invoices 6 & 7 for Wolf Creek Contracting to be taken from Courthouse Facilities Improvement for the sidewalk project. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF INVOICES 10 & 11 FOR RANDOLPH COUNTY HOUSING AUTHORITY

Commissioner Kesling said the County Commission is just a pass through agency on the grant that the Randolph County Housing Authority received and there are two invoices that need to be paid. He said invoice #10 is in the amount of \$6,908.24 and invoice #11 is in the amount of \$7,492.91. Commissioner Siler moved to approve payment of invoices 10 & 11 for the Randolph County Housing Authority, as submitted and that is to be paid out of fund 160. All yes – Motion passed unanimously



CONSIDER APPROVAL OF NEW HIRE AND PAY ADJUSTMENT FOR 911 CENTER (See copies attached)

911/OEM Director, Shonna Fox appeared before the Commission. She said they had to let a couple of people go at the 911 Center that was not meeting her standards. She said she would like to hire Teresa Blosser as a probationary telecommunicator. She said this would be a full time position with county benefits and she would like her to begin working on Monday May 23, 2022 with an hourly wage of \$12.25 per hour and she will be under a probationary training period of 6 months. Commissioner Siler moved to approve the hiring of Teresa Blosser as a full time telecommunicator with full county benefits and at an hourly wage of \$12.25 and she will begin working on May 23, 2022. All yes – Motion passed unanimously

Shonna Fox said that Makayla Blosser has been doing well at the 911 Center and is now operating on the floor as a stand- alone telecommunicator and Ms. Fox would like to increase her pay from \$11.25 per hour to \$13.97 per hour. These wages are covered in the budget. Commissioner Siler moved to approve the pay adjustment for Makayla Blosser, increasing her pay to \$13.97 per hour. All yes – Motion passed unanimously

CONSIDER APPROVAL OF RMPB GRANT CONTRACT (See attached copy)

Peggy Ross appeared before the Commission. She said the Commission received a letter from the Governor that the Records Management and Preservation Board had awarded a grant in the amount of \$8,956.00 to provide improvements to the Randolph County Prosecuting Attorney's Office. Ms. Ross said this is for scanning and disposing of 76 boxes of records. She said this grant starts on July 1, 2022. Commissioner Siler moved to approve the RMPB grant, as presented. All yes – Motion passed unanimously

FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS:

Commissioner Siler moved to approve the final settlements/annual accountings on the following (3) estates, as submitted.

Janet Lou Bennett

Helen L. Davis

Mildred Allene Echard

All yes – Motion passed unanimously

BUDGET REVISIONS: (See attached copies)

Commissioner Siler moved to approve an In-House Budget Revision in the amount of \$817.00 for the Sheriff's Office to increase the training funds. All yes – Motion passed unanimously

Commissioner Siler moved to approve an In-House Budget Revision in the amount of \$6,200.00 to make adjustments in line items for Law Enforcement. All yes – Motion passed unanimously

Commissioner Siler moved to approve an In-House Budget Revision in the amount of \$900.00 for the Dog Warden to increase the auto supplies line. All yes – Motion passed unanimously

Commissioner Siler moved to approve a State Budget Revision in the amount of \$1,400.00 to increase the property enforcement line from lien payments that have been made. Commissioner Siler voted yes – Commissioner Kesling voted yes - Commissioner See was absent. Motion passed

DIVISION OF PROPERTY/ERRONEOUS ASSESSMENTS:

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

DISTRESSED PROPERTIES: None

**FIRE FEE ADJUSTMENTS:**

Commissioner Siler moved to approve the three (3) fire fee adjustments, as submitted. All yes – Motion passed unanimously

**PAYMENT OF BILLS:**

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

**ADJOURN THE MEETING:**

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

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



Randolph County Office of Emergency Management/911  
194 Airport Road  
Elkins, WV 26241  
OEM: (304) 636-0483  
Dispatch: (304) 636-2000  
Fax: (304) 636-3298

May 16, 2022

Commissioners;

I am requesting to hire Teresa Blosser as a probationary telecommunicator. This is a full-time position with county benefits. Start date of May 23, 2022 with an hourly wage of \$12.25. She will be under a probationary training period of 6 months.

Thank you,

Shonna Fox



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194 Airport Road  
Elkins, WV 26241  
OEM: (304) 636-0483  
Dispatch: (304) 636-2000  
Fax: (304) 636-3298

May 16, 2022

Commissioners;

I am requesting a pay adjustment for Makayla Blosser. She is now operating on the floor as a stand-alone telecommunicator. Please see below the new pay scale.

Current wage: \$11.25

New wage: \$13.97

Her wages are covered under the current budget.

Thank you,

Shonna Fox



*Jim Justice*  
*Governor of West Virginia*

May 17, 2022

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

Dear President Scott:

It is my pleasure to announce a Records Management and Preservation Board grant award of \$8,956 to provide improvements for the office of the Randolph County Prosecuting Attorney. Archives and History Director Aaron Parsons of the West Virginia Department of Arts, Culture and History will be in contact with you soon regarding this project, which may commence on July 1, 2022.

I am confident the funds will be put to good use to improve the management and preservation of the county's records for the benefit of its citizens. Thank you for your efforts to enhance access to the public records of Randolph County.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Justice".

Jim Justice  
Governor

cc: Denise Ferguson

State Capitol | 1900 Kanawha Blvd., East, Charleston, WV 25305 | (304) 558-2000



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**

5/16/2022

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

**IN-HOUSE BUDGET REVISION**

**Reason for Revision:** Correction needed because of error in previous budget revision

**REVENUES:**

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				

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

**EXPENDITURES:**

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				
001-700-1-03-02	Increased in error by 4/18 request using incorrect account number			\$360.00	
001-700-1-08-00	Increased in error by 4/18 request using incorrect account number			\$457.00	
001-700-1-04-00	Increased in error by 4/18 request using incorrect account number		\$817.00		
001-700-2-21-00	LE Training	\$8,815.00	\$360.00		\$9,175.00
001-700-22-1-11	LE K9 Handler Training	\$3,600.00	\$457.00		\$4,057.00
001-700-2-30-00	LE Contract Services	\$2,532.00		\$817.00	\$1,715.00
		\$14,947.00	\$817.00	\$817.00	\$14,947.00

TOTAL INCREASE/(DECREASE) EXPENDITURES: \$0.00

REVENUE CHANGE LESS EXPENDITURE CHANGE \$0.00

Respectfully,

Robert R. Elbon Jr.  
Sheriff/Treasurer

5-19-2022  
C Siler moved  
C Siler yes  
D Keating yes C see Absent



# Office of the SHERIFF OF RANDOLPH COUNTY

## Law Enforcement

32 Randolph Avenue  
Suite 201  
Elkins, WV 26241

Web: [rcsowv.org](http://rcsowv.org)  
Phone: (304) 636-2111  
Fax: (304) 630-0467



## Tax Office

4 Randolph Avenue  
Suite 100  
Elkins, WV 26241

Web: [wvpropertytaxes.com](http://wvpropertytaxes.com)  
Phone: (304) 636-2100  
Fax: (304) 636-2093

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

5/18/2022

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

### IN-HOUSE BUDGET REVISION

Reason for Revision: To make adjustments to line items

#### REVENUES:

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				

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


#### EXPENDITURES:

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				
001-700-3-41-01	LE K9 Supplies	\$1,200.00		\$100.00	\$1,100.00
001-700-2-30-01	LE K9 Contract Services	\$1,200.00	\$100.00		\$1,300.00
001-700-4-59-00	LE Equipment	\$7,800.00		\$1,000.00	\$6,800.00
001-700-3-45-00	LE Uniforms	\$11,000.00	\$1,000.00		\$12,000.00
001-700-2-33-00	LE Investigations	\$1,500.00		\$1,000.00	\$500.00
001-700-2-21-00	LE Training	\$9,174.80	\$1,000.00		\$10,174.80
001-700-3-41-00	LE Supplies	\$10,500.00		\$1,000.00	\$9,500.00
001-700-4-59-03	LE K9 Equipment	\$4,000.00		\$3,000.00	\$1,000.00
001-700-3-43-00	LE Auto Fuel	\$46,000.00	\$4,000.00		\$50,000.00
001-404-2-20-00	Sheriff Advertising/Legal Pub.	\$16,000.00	\$100.00		\$16,100.00
001-404-2-21-00	Sheriff Training	\$1,000.00		\$100.00	\$900.00
		\$109,374.80	\$6,200.00	\$6,200.00	\$109,374.80

TOTAL INCREASE/(DECREASE) EXPENDITURES: \$0.00

REVENUE CHANGE LESS EXPENDITURE CHANGE \$0.00

Respectfully,

  
Robert R. Elbon Jr.  
Sheriff/Treasurer

5-19-2022  
C Siler moved  
C Siler yes  
D Kesling yes  
C See Absent

Reason for Revision:

In-House BUDGET REVISION

Dog Warden Fuel/Auto Maint

5/19/22

REVENUES:

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

EXPENDITURES:

ACCOUNT NUMBER		PREVIOUSLY APPROVED		INCREASE	DECREASE	REVISED	
		AMOUNT	AMOUNT			AMOUNT	AMOUNT
	Dog Warden Auto Supplies			\$900.00			
	Dog Warden Contract Serv				\$300.00		
	Dog Warden Travel				\$600.00		

Total: \$900

5-19-2022  
C Siler moved  
C Siler yes  
D Kesling yes

Reason for Revision:

State
BUDGET REVISION
5/19/22

Lien/Settlement Payments

REVENUES:

ACCOUNT NUMBER	Account Name	PREVIOUSLY APPROVED		INCREASE	DECREASE	REVISED	
		AMOUNT				AMOUNT	
BV001-366-91-10	BLDG/LAND ORD (NG)			\$150			
DB001-366-91-10	BLDG/LAND ORD (NG)			\$50			
BA001-366-91-10	BLDG/LAND ORD (NG)			\$100			
CT001-366-91-10	BLDG/LAND ORD (NG)			\$100			
001-366-91-10	BLDG/LAND ORD (NG)			\$1,000.00			

EXPENDITURES:

ACCOUNT NUMBER		PREVIOUSLY APPROVED		INCREASE	DECREASE	REVISED	
		AMOUNT				AMOUNT	
001-424-2-30.04	Property Enforcement			\$1,400.00			

Total: \$1,400

5-19-2022
C Siler moved
C Siler yes
D Kesling yes
C see absent