

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 18th day of April, 2023 at 10:00 a.m.

Present: Randolph County Commission President David Kesling. Commissioner Chris Siler was present, by phone and Commissioner 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 April 6, 2023, as submitted. All yes – Motion passed unanimously

REPORTS:

Randolph County Sheriff, Rob Elbon reported that one of his deputies, James Wolfe, is resigning to go back to College to pursue another career.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Kesling announced that the next regular meeting will be May 4, 2023 at 1:30 p.m.

ITEMS FOR DISCUSSION/ACTION:

CONSIDER APPROVAL OF LEVY RATES FOR FISCAL YEAR 2024

Commissioner Kesling said the Levy Rate will remain the same as last year at 14.07 percent. He said the Levy Rate hasn't changed since he has been Commissioner which has been 5 years. He said due to the fiscal responsibility of the elected officials they are able to keep it the same. Assessor Phyllis Yokum said they take the taxpayers Assessed Value and times that by the Levy Rate to get the tax amount. She said just because the Levy Rate didn't go up doesn't mean a person's taxes might not go up. She said if the assessed value of their property goes up for the year then the taxes would go up. Commissioner Siler moved to approve the Levy Rate of 14.07 percent for Fiscal Year 2024, as presented. All yes – Motion passed unanimously

CONSIDER APPROVAL OF VOCA GRANT

Mindy Planakis , Victim Services Coordinator from the Randolph County Prosecuting Attorney's Office appeared before the Commission. She said she is the new Victim Services Coordinator to replace Allyson Smoak who moved out of state. She said she has the revised VOCA Grant for 2022/2023 to be

approved. She said this has the actual federal funds that have been awarded. She said the total amount of the grant is \$59,564.00. She said \$26,193 is federal funds, \$19,835.00 is state funds and \$13,536 is from the County Commission. She said during the month of March Allyson Smoak and herself provided services to 70 victims, 11 being new victims. She said they attended case review hearings at three different agencies, they distributed brochures relating to the victims needs and they attended a sexual assault and stalking symposium sponsored by the foundation of rape information and services. She thanked the Commission for the ongoing support of this position and their continued support of meeting the needs of the Randolph County victims. Commissioner Siler moved to approve the VOCA Grant, as submitted. All yes – Motion passed unanimously

#### REVIEW OF AUDIT FOR FY 2022

Commissioner Kesling said this year the Commission had the State do the Audit instead of hiring an outside agency to do it. He said they found very minor things. He said one of the things they found was when the Commission gave out the ARPA funds to different agencies those agencies need to come back to the Commission and show them how the money was spent. They need to give them a report on exactly how that money was used. He said besides that everything else was good and the Commission is caught up on the Audits now.

#### CONSIDER APPROVAL OF PAYMENT FOR POOL CHEMICALS

Commissioner Kesling said they have an invoice from Citco Water for pool chemicals in the total amount of \$940.00. He reminded everyone that the grand opening of the pool/splash pad will be on May 26<sup>th</sup> at 2:00 p.m. Commissioner Siler moved to approve the payment to Citco Water for the pool chemicals, as submitted. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF PAYMENT FOR POINT-OF-SALE SYSTEM FOR POOL/SPLASH PAD

Commissioner Kesling said the employees in the concession stand will use this to check people into the pool. He said this system will keep track of where people are coming from to use the pool and splash pad. He said this system costs \$2,200.00 and the name of the company is Evolve, Inc. Commissioner Siler moved to approve the payment of the point of sale system from Evolve, Inc. in the amount of \$2,200.00 and that is to be taken out of Hotel/Motel tax funds. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF PAYMENT APPLICATION #8 FOR POOL/SPLASH PAD PROJECT

Commissioner Kesling said this is payment #8 to Danhill Construction for the pool/splash pad. The amount of this payment is \$181,253.43. He said they will be having a meeting on Friday regarding the project and he drove up last night and the fence is almost done and Terra Flora was there working on the landscaping. Commissioner Siler moved to approve the payment application #8 to Danhill Construction in the amount of \$181,253.43 and that is to be taken out of the community development line. All yes – Motion passed unanimously



#### CONSIDER APPROVAL OF VEHICLE PURCHASE FOR DOG WARDEN

Commissioner Siler said himself and the Dog Warden picked out a 2023 Ram Big Horn for the new Dog Warden vehicle. He said the one he has now has high mileage and an oil problem. He said the dealership cut \$5,000.00 off the price. Commissioner Kesling said they put money in the courthouse equipment line for things like this. Commissioner Siler moved to approve the vehicle purchase for the Dog Warden in the amount of \$49,435.00 and that is to be taken out of courthouse equipment. All yes – Motion passed unanimously

Commissioner Siler said they were also looking for a topper and lights for the new truck. They found those for a price of \$4,224.00. Commissioner Siler moved to approve the purchase of a topper and lights for the Dog Warden truck in the amount of \$4,224.00 and that is to be taken out of the courthouse equipment line. All yes – Motion passed unanimously

Commissioner Siler said the Dog Warden, Ron Gooden, came up with a design for decals for the new truck and they have a quote of \$400.00 for that. Commissioner Siler moved to approve the quote of \$400.00 for the decals for the new Dog Warden truck and that is to come out of courthouse equipment. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF QUOTE TO REPLACE DOOR IN COMMUNITY CORRECTIONS OFFICE

Commissioner Kesling said they have a quote from Talbott Glass to replace a door in the Community Corrections Office that they have been having trouble with for quite a while. He said there is also a screen door that keeps blowing open with the wind and they are going to fix that. He said the total amount for these doors is \$6,663.00. Commissioner Siler moved to approve the quote from Talbott Glass in the amount of \$6,663.00 for doors in the Community Corrections office and that is to be taken out of the other buildings line. All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF PAYMENT FOR VETERINARY SERVICES

Commissioner Kesling said they already paid one vet bill on this same case but this one is not from the initial roundup. There were 7 cats, with one having to have an eye removed, and 1 dog that had to have a mass removed. This bill is in the amount of \$2,126.71 and it is from Allegheny Veterinary Services. Commissioner Siler moved to approve the bill from Allegheny Veterinary Services in the amount of \$2,126.71 and that is to be taken out of Courthouse Contractual funds. All yes – Motion passed unanimously

#### FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS:

Commissioner Siler moved to approve the (2) Final Settlements, as submitted.

Linda L. Arbogast

Rita Lodoska Currence

All yes – Motion passed unanimously

BUDGET REVISIONS: (See copy attached)

Commissioner Siler moved to approve a State Budget Revision for the Prosecuting Attorney's Office in the amount of \$4,500.00 for the software line. 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 and erroneous assessments, as submitted. All yes – Motion passed unanimously

DISTRESSED PROPERTIES:

Commissioner Siler moved to approve one settlement agreement on the distressed properties as a landowner has agreed to make payments. All yes – Motion passed unanimously

FIRE FEE ADJUSTMENTS:

Commissioner Siler moved to approve the (11) 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: \_\_\_\_\_

State **BUDGET REVISION** 4/18/23

Increase in software cost

Reason for Revision:

**REVENUES:**

ACCOUNT NUMBER	Account Name	PREVIOUSLY APPROVED		INCREASE	DECREASE	REVISED	
		AMOUNT				AMOUNT	

**EXPENDITURES:**

ACCOUNT NUMBER		PREVIOUSLY APPROVED		INCREASE	DECREASE	REVISED	
		AMOUNT				AMOUNT	
001-405-3-53.00	Pros Atty Software			\$4,500.00			
001-428-4-59.00	Computer Equipment						

Total: \$4,500

4-18-2023  
C Siler moved  
C Siler yes  
D Kesling yes  
C see Absent



4 Randolph Avenue  
2<sup>nd</sup> Floor Courthouse Annex  
Elkins, WV 26241



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

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**Assistant Prosecutors:**

Christina W. Harper, Esquire  
Colin T. Henning, Esquire  
Leckta L. Poling, Esquire  
Richard W. Shryock, Jr., Esquire

**Investigator/Paralegal:**

Susan E. Gainer

**Victim Service Coordinator:**

Allyson S. Smoak

**File Clerk:**

Melanie C. Ratliff

**Legal Assistants:**

Casey J. Stiles, Circuit Court Coordinator  
Jennifer L. Collier, Magistrate Coordinator  
Jackie K. Hall, Abuse & Neglect Coordinator  
Mindy Planakis, Juvenile Coordinator

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April 7, 2023

*Via Electronic Mail*

Randolph County Commission  
4 Randolph Avenue  
Elkins, WV 26241

RE: State Budget Revision Request

Dear Commissioners:

Following up on a conversation we had during my budget meeting with you, I am requesting a state budget revision to my software line item (Account No. 001-405-3-53.00) increasing the budgeted amount from \$4,500.00 to \$9,000.00 for the current 2022-2023 budget year. This request is due to a significant increase in our database management system, Time Matters. I have enclosed a copy of the invoice for your review.

Should you have any questions or concerns, please do not hesitate to contact me. Otherwise, I appreciate your time and attention to this request.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael W. Parker", with a long horizontal flourish extending to the right.

Michael W. Parker

MWP:cjs