

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 3rd day of October, 2023 at 1:30 p.m.

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

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 September 21, 2023, as submitted. All yes – Motion passed unanimously

REPORTS:

Rhett Dusenbury from Congressman Mooney's office was present and said they came up with an agreement to advert the government shutdown until November 17th.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Kesling announced that the next regular meeting will be on October 19, 2023 at 1:30 p.m. He said the Courthouse and all other buildings will be closed on Friday for the Forest Festival and on Monday for Columbus Day.

ITEMS FOR DISCUSSION/ACTION:

DISCUSSION OF TIMECLOCK/HR/PAYROLL SYSTEM (See attached copy)

Commissioner Kesling said the Commission received a quote from Choice Pay regarding the Timeclock/HR and payroll system. He said he would like to proceed with the HR module where every employee could access their information on it and see balances of annual leave and sick leave. He said the elected officials of each office would have the say so over it. He said the Timeclock can be accessed by phone or by computer at desk. He said they are not looking at doing the payroll part right now but possibly in the future. He said he would like to do away with paper time sheets. He said they are only interested in the HR dashboard and the Timeclock part of this for now. He said Brooke Hinzman has been using the Timeclock for about a year now and it seems to be working fine. He said they would do this office by office, not all at one time. He said they may start with the County Clerk's Office and then once it is all set up and working well move onto adding another office to it and so forth. Commissioner

Kesling moved to approve the quote from Choice Pay for the HR and Timeclock system. All yes – Motion passed unanimously

INFORMATIONAL PRESENTATION AND FUNDING REQUEST REGARDING THERAPY DOG AT ELKINS HIGH SCHOOL (See copy attached)

Mark Rosencrance, Site Coordinator for Communities in School, appeared before the Commission. He went over what his job entailed and said students have needs and the site coordinator job is to help with those basic needs. He said they focus a lot on attendance and since COVID it has changed. He said with Tora, the new therapy Dog, they hope it will boost the students desire to come to school to see her. He said someone in the Community told him he should come to the Commission for help with funding to care for Tora. He said they are also doing a facebook page for donations for her care. He said they have already received funding of \$1,000.00 from a local business and he thinks that funding will be on a yearly basis. He said Randolph County is number 15 to get a therapy dog and Kathy Justice wants all counties to have one. Commissioner Kesling asked if Mr. Rosencrance had approached the City of Elkins for funding? Mr. Rosencrance said he did speak to them but has not officially attended a meeting or anything yet. Commissioner Kesling said the Commission will take his request for funding under advisement and let him know.

CONSIDER APPROVAL OF SECOND HALF PAYMENT TO THE BEVERLY HERITAGE CENTER (See copy attached)

Commissioner Kesling said the Commission received a letter from the Beverly Heritage Center requesting the second half of their funding which would be from July to December, 2023. He said this would come out of the Hotel/Motel Tax money and it would be in the amount of \$25,000.00. He said the Commission tries to help them as much as they can. Commissioner Siler moved to approve the payment of \$25,000.00 to the Beverly Heritage Center and that is to be paid out of Hotel/Motel Tax funds. All yes – Motion passed unanimously

CONSIDER APPROVAL OF FUNDING REQUEST FROM BEVERLY VOLUNTEER FIRE DEPARTMENT (See copy attached)

Commissioner Siler said he had some fire chiefs approach him about this. He said the Commission has been giving funding out to the fire departments that are coming to them about getting new air packs. He said some of these fire departments have already purchased their air packs and are now wondering if they can get funding for other items they need. He said this request from Beverly Volunteer Fire Department is for 17 new pagers at a cost of \$900.00 each. He said can they use the funding for that instead of the air packs? Commissioner Kesling said they have given other fire departments \$14,900.00 so to be consistent they would give them \$14,900.00 also. He said he wants to be clear that the other fire departments that have already been given the money is not to come back and ask for more. Commissioner Siler moved to approve the funding request from the Beverly Volunteer Fire Department in the amount of \$14,900.00 for new pagers and that is to be taken out of courthouse contractual funds. All yes – Motion passed unanimously

CONSIDER APPROVAL OF FUNDING REQUEST FROM ELKINS VOLUNTEER FIRE DEPARTMENT (See copy attached)

Commissioner Siler said this is the same thing as what was just done for Beverly Volunteer Fire Department. He said Elkins Volunteer Fire Department has already replaced their air packs and are needing new pagers. Commissioner Siler moved to approve the funding request from Elkins Volunteer Fire Department in the amount of \$14,900.00 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 (10) Final Settlements, as submitted.

Rondal Wayne Blake

Thelma Jewell Blake

Loretta Byrd

Nellie May Liggett

Nola Arlene Louk

Judith Ann Ruddle

Patricia Belle Somerville

Jack Sweeney

Charles Ray Taylor

Erma L. Wolford

All yes – Motion passed unanimously

BUDGET REVISIONS: None

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: None

FIRE FEE ADJUSTMENTS:

Commissioner See moved to approve the (16) 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: _____



CUSTOMER PO:		JOB NAME:	
SALESPERSON:	Amy Clendenin	DATE:	9/20/2023
SOLD TO:	Randolph County Commission	ATTENTION:	Brooke Hinzman
ADDRESS:	4 Randolph Avenue, Suite 102	PHONE:	304-636-2057 ext.
CITY, STATE ZIP:	Elkins, WV 26241	EMAIL:	bhinzman@randolphctyww.org
SHIP TO:	Randolph County Commission	ATTENTION:	Brooke Hinzman
ADDRESS:	4 Randolph Avenue, Suite 102	PHONE:	304-636-2057 ext.
CITY, STATE ZIP:	Elkins, WV 26241	EMAIL:	bhinzman@randolphctyww.org

**SYSTEM DESCRIPTION* UKG Ready TLM, HR, Payroll with Synergy Clocks

TERMS OF SALE 50% Deposit With Order
50% Due Upon Delivery

ACCEPT	QTY	DESCRIPTION	EACH	EXT.	UPFRONT
		TLM (Time and Labor Management) Module			
	100	TLM Monthly Cloud Services w/Employee App	4.05	405.00	
	1	TLM Implementation & Training Services, one-time charge	1,500.00	1,500.00	\$ 1,500.00
	4	Synergy/A20 Timeclock, Magstripe, Biometric	1,350.00	5,400.00	\$ 5,400.00
	4	Annual Maintenance for Synergy Timeclocks	270.00	1,080.00	\$ 1,080.00
		Total TLM upfront, one-time charges			\$ 7,980.00
		HR Module			
	100	HR Monthly Cloud Services	4.05	405.00	
	1	HR Implementation & Training Services, one-time charge	1,500.00	1,500.00	\$ 1,500.00
		Total HR upfront, one-time charges			\$ 1,500.00
		Payroll Module			
	100	Payroll Semi-Monthly Cloud Services	3.15	315.00	
	1	Payroll Semi-Monthly Base Payroll Fee	35.00	35.00	
	1	Annual W-2 Base Fee	75.00	75.00	
	100	Annual W-2s	7.00	700.00	
	1	Payroll Implementation & Training Services, one-time charge	1,000.00	1,000.00	\$ 1,000.00
		Total Payroll upfront, one-time charges			\$ 1,000.00

Note: Number of employees for cloud services above are estimated.
Monthly cloud services will be invoiced monthly in arrears for the actual number of active employees in the previous month. Payroll cloud services will be invoiced in arrears each pay period for the number of pay statements generated.

Any applicable Sales Tax and Shipping Charges will be added to the final invoice
Pricing valid for 30 days from date of Sales Agreement

UPFRONT SUB-TOTAL	10,480.00
SALES TAX*	
SHIPPING*	
UPFRONT TOTAL	10,480.00
DEPOSIT	5,240.00
UPFRONT BALANCE	5,240.00

CUSTOMER AGREES TO ALL THE SALES AGREEMENT TERMS & CONDITIONS ATTACHED HEREIN.

CUSTOMER APPROVAL

APPROVED ON: _____

APPROVED BY: _____

Please Remit Checks to: Commercial Technology Group, LLC
P.O. Box 10096
Southport, NC 28461

Fax Signed Sales Agreement to 304-345-0356



Elkins High School

Tiger Pride!

100 Kennedy Drive, Elkins, WV 26241 - Phone 304-636-9170 - Fax 304-636-9168 - <http://ehs.rand.k12.wv.us>

September 21, 2023

Dear Mrs. Hinzman,

Thank you for taking the time to talk with me about our Communities In Schools (CIS) Program and our Therapy Dog Tora here at Elkins High School (EHS). The idea behind our CIS Program is that our students have a wide variety of need-based issues that they could use support with, and our community has a lot of wonderful resources that may be able to address our students' needs. My job as Site Coordinator here at EHS is to build a relationship with the students and their families, as well as the businesses and organizations within our community. I then try to broker a connection between those two entities when there is a need.

Tora is the latest addition to our resources here at EHS to support our students. Because EHS has a CIS Program, we were eligible to request a Therapy Dog through the Friends With Paws Program. Our challenge is that there are a lot of expenses associated with caring for and maintaining Tora. I am reaching out to the Randolph County Commission to see if they would be interested in providing financial support for Tora, our Therapy Dog.

I look forward to the opportunity to speak at the next County Commission meeting to share more about our plans with Tora and our overall Communities In Schools Program. Please feel free to contact me if you have any other questions or if you have ideas on other ways in which we can grow our services to our students.

Sincerely,

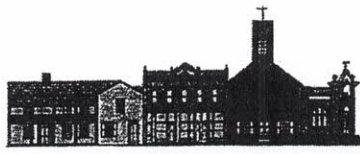
Mark Rosencrance

Mark Rosencrance, MA
Site Coordinator
Communities In Schools
Elkins High School
304-636-9170 Ext. *335

Carla Lambert, Principal

Brian Currence, Asst. Principal

Amrit Rayfield, Asst. Principal



BEVERLY HERITAGE CENTER

PO Box 227 / 4 Court Street ~ Beverly, West Virginia 26253 ~ 304-637-7424 ~ beverlyheritagecenter.org

20 September 2023

Randolph County Commissioners
4 Randolph Ave., Suite 102
Elkins, WV 6241

RE: Funding Request for the Beverly Heritage Center, July-December 2023

Dear Commissioners,

The Beverly Heritage Center requests \$25,000 from the second half of the hotel/motel tax for the period from July through December 2023. These funds support necessary programming, educational outreach, promotion, and operations for the Beverly Heritage Center as a museum and a tourist visitor center, and support all of its associated heritage attractions and events.

Since we reported to you last we have gone through some major transitions. Our Executive Director, Chris Mielke, left the organization, moving on with a big advance for his career. While we miss his energy and creativity, the organizations and volunteers have stepped up to keep up our activities through this period. Michelle Phares has come on as half-time Deputy Director, and together with our board members, AmeriCorps members, and volunteers have kept the doors opened, welcomed visitors, launched a new website, and managed our summer events including monthly concerts and a very successful Beverly Heritage Day in July. We have selected and hired a new Executive Director, Marisa Terwilliger, who will be full-time with us by October. We also have two new AmeriCorps members joining in September, and are excited to look forward to the ongoing operations and fresh ideas with our new Beverly Heritage Center team. Coming up we will host four nights of Lantern Tours in October, welcome fall visitors and bus tours, and are planning Beverly Old-Fashioned Christmas with a focus on heritage shopping and children's programming.

The Beverly Heritage Center is a joint operation of the Rich Mountain Battlefield Foundation and Historic Beverly Preservation. Our mission for the Beverly Heritage Center is to provide first-rate visitor opportunities and experiences, based on the preservation of our county's history and sharing of our unique heritage, while marketing heritage tourism for Beverly as well as Randolph County. Together, we operate a first-class welcome center and museum for visitors, providing information and promoting local attractions, heritage sites, and businesses for Randolph County. We provide visitor services for those approaching Elkins from the south as well as extended information for visitors interested in heritage attractions. We work in close partnership with Elkins Randolph County Tourism who provide direct marketing on behalf of tourism for the county.

Our organizations rely on funding from a variety of sources, including earned income, donations, and multiple grants. The support from Randolph County Commission is a key piece of our operating income, enabling us to offer programs, activities, and events that not only keep our organizations sustainable, but also improve the quality of life in our community.

We are incredibly grateful for the previous support the Randolph County Commission has given the Beverly Heritage Center, and ask that you continue your support for the current period.

Sincerely yours,

Phyllis Baxter, President
Historic Beverly Preservation

Arden Swecker, Treasurer
Rich Mountain Battlefield Foundation

\$ 14,900
C H Contractua

Beverly Volunteer Fire Company

P.O. Box 135

Beverly, WV 26253
Phone: (304) 636-5032
Fax: (304) 637-5032

September 14, 2023

To: Randolph County Commission
From: Tim Harper, Chief on behalf of BVFD
Subject: Requesting Fund

Dear Commissioners,

The Beverly Volunteer Fire Company and its members are requesting assistance in purchasing 17 new Unication G3 pagers for our new members. The pagers cost \$900.00 each and with talking to the 911 center they are in the process of going to all digital paging and with the pagers we have now our agency will be unable to receive our calls. The total cost of this project is 15,300.00

We are asking for any help to assist us in making this purchase

Thank you for your time,



Tim Harper
Chief, BVFD
304-642-7776
randolphcountyfire@yahoo.com



Elkins Fire Department

216 4th Street Elkins, WV 26241



\$ 14,900
C H Contractual

TO: Randolph County Commission

FROM: Elkins Fire Department

DATE: September 14, 2023

RE: Equipment Funding Request

Dear Commissioners,

I am contacting you on behalf of the Elkins Volunteer Fire Department to submit a funding request. The purpose of the request is to upgrade communications equipment. Our older low band radio system that is utilized for dispatch countywide is quickly becoming antiquated in that we are no longer able to purchase reliable pagers for our members. These devices are critical for notification of emergencies both in our area as well as to our mutual aid partners across the entire county. The new devices we would like to purchase are compatible with the State Interoperable Radio Network (SIRN) and have the capability to receive paging alerts. This feature is also already available at the county 911 center so there is no additional requirement financially to implement immediately.

Our funding request is in the amount of \$14,900. This will allow us to purchase 17 pagers at an approximate cost of \$850 each. Thank you in advance for your consideration.

Respectfully submitted,

Stephen Himes, BS, NRP

Fire Chief