

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 October, 2023 at 1:30 p.m.

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

Meeting called to order by Commissioner Kesling

PUBLIC COMMENT: None

MINUTES:

Commissioner See moved to approve the minutes from the regular meeting that was held on October 3, 2023, as submitted. All yes – Motion passed unanimously

REPORTS:

North Central Community Corrections Director, Erin Golden reported that there are currently 114 individuals on the program and the program has saved the County \$571,150.25 in regional jail bills so far this fiscal year. (See copy attached) She said for their community service hours they have been helping in her office and helped with clean up after the Forest Festival.

Randolph County Sheriff Rob Elbon reported that his Office received the Edward Byrne Memorial Grant which will be used for firearm accessories for his officers. He said this will be for enhancers on the sights. The grant is in the amount of \$15,650.00 with a cash match from the County of \$5,217.00.

Randolph County 911/OEM Director Shonna Fox reported that the building at Ware's Ridge is coming apart on the back side of the building. She said it's a block and concrete building and she is trying to see if it is repairable or if they need a new one. She said the County leases the land and building. Commissioner Kesling said they would send the maintenance staff to look at it and see if they can repair it enough to get through this winter until she can get a proposal back.

Commissioner Kesling reported that he had a call last Friday from a large retailer on the 5-Lane that was looking to being annexed into the City. He said they wanted to hear the County side of it so himself and the Sheriff had a zoom call with them providing the County's thoughts on it along with some local business owners that are located on the 5-Lane as well. He said he hopes to have an answer back on that in a couple of weeks.

Commissioner Kesling said he had a call last Thursday with the Supreme Court. He said this was about the new Judge that will coming in January 2025, which was done by the Legislature. He said the County has to provide the new Judge with office space for the Judge and their staff and a courtroom. He said he suggested to them, since the County was already looking at, restoring the old jail. He said he suggested

moving the Commission Office and Court Security Office, which is now located in the basement of the courthouse, to that building. He said the new Judge and staff could be located in the Prosecuting Attorney's Offices upstairs as they will be moving over to their new building soon. He said this meeting room could be used as the new secondary courtroom. He said he asked the Supreme Court if there was any funding for the County to do all this but was told no that it would be up to the County Commission to do this. He said they will be coming here in a couple of weeks to see if what they have in mind will work. He said if they do accept the Commission's proposal the Commission could no longer use the meeting room to hold their meetings. He said they would have to find a new meeting room.

Commissioner Kesling said they have a meeting scheduled next Thursday with a company called Solar Polar which is a company that was a vendor at the County Commission meeting held by the State Auditor's Office. He said he was thinking about possibly putting solar panels on this building, the Magistrate's Building and the Wees Annex. He said this would be an electric savings for the County.

Commissioner Kesling said next Thursday there will be a time clock meeting with the company they are working with on that. This is for an HR dashboard for the County employees and time clocks to do away with paper time sheets. He said the elected officials have one last opportunity to meet with the Company to go over that process and ask questions before it is implemented.

Commissioner Kesling said one of his goals is to update County properties along this courthouse complex. He said they put a new roof on the Courthouse and Old Jail, they completely re-did the sidewalks around the Wees Annex down around to the Old Jail, recently sealed and striped the parking lots behind the Cain Annex, Courthouse and Magistrate Building. He said they painted the Magistrate Building and will be getting new signs for it soon. He said he continues to try to update the buildings. He Thanked Matt Davis for the landscaping. He said the Courthouse looked beautiful for the Forest Festival.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Kesling announced that the next regular meeting will be on November 2, 2023 at 1:30 p.m.

ITEMS FOR DISCUSSION/ACTION:

DISCUSSION OF HIRING IT PERSONNEL

Commissioner Kesling said the bills we pay monthly for IT work would pay for an IT person to be on staff. He said they budgeted for another Humane Officer which they are not going to be doing now, so they could use that money for an IT person. He said there is no action to be taken today, he just wanted to put it out there.

CONSIDER APPROVAL OF RESOLUTION FOR DOMESTIC VIOLENCE AWARENESS MONTH (See copy attached)

Megan with the Centers Against Violence appeared before the Commission. She said this is something that is done every year. Commissioner Kesling read the resolution out loud. The resolution declares October 2023 as Domestic Violence Awareness Month. Commissioner See moved to approve the Resolution, as submitted. All yes – Motion passed unanimously

INFORMATIONAL PRESENTATION AND FUNDING REQUEST FROM THE TOWN OF MONTROSE (See copy attached)

Sharon Bedford, Town Recorder, appeared before the Commission on behalf of the Town of Montrose. She said the Town of Montrose has set some goals to try to revitalize the community. She said they will turning the old Odd Fellows building into a country store and will be fixing up the playground and adding a boulder park to it. She said there is a boulder park at Davis and people love it so they want to add it to their park. She said this will make the park attractive to older kids as well as younger ones. She said they have the project set up in Phases and hope to have Phase I done by the end of 2024 and Phase II done by October 2026. She said excluding the labor, which they will do themselves, it is going to cost approximately \$200,000.00. She said they will be using the COVID money they received for part of this and are applying for a snowshoe foundation grant and the Town of Montrose is putting money into it. She said she was there today to ask the County Commission for \$20,000.00 to go towards Phase I of the project with the understanding that they may come back and ask for more when they start on Phase II. She said this park will be for everyone to use. Commissioner See said it is a very worthwhile project. Commissioner Kesling said they can count on the Commission to help them. Commissioner See moved to approve the funding request from the Town of Montrose in the amount of \$20,000.00 and that is to be taken out of the Community Development Line. All yes – Motion passed unanimously

INFORMATIONAL PRESENTATION AND FUNDING REQUEST FROM THE TOWN OF MILL CREEK (See copy attached)

Kathy Stalnaker appeared before the Commission. She had with her Mayor Gary Coffman and Ms. Meade from the Town of Mill Creek. She said they were there to ask for support in providing a community celebration for the members of the Town of Mill Creek. She said they would like to provide a meal for everyone but to focus on the elderly and homeless in the Town. She said they want to do food boxes, have Santa for the kids, take photos and make up food baskets to take to people who can't attend in person. She said any food they would have left over they would donate to the blessing box or Tyrand ministries. She said they want to bring the community together and people are not motivated enough to do it. She said they would hold this event at the community center and there would also be a parade. Commissioner Kesling said this is a very worthwhile project. Commissioner See moved to approve the funding request from the Town of Mill Creek in the amount of \$5,000.00 and that is to be taken out of Courthouse Contractual funds. All yes – Motion passed unanimously

CONSIDER PARTNERING WITH CITY OF ELKINS ON RECYCLING PROJECT

Chris Lowther from the City of Elkins appeared before the Commission. He had with him City of Elkins Mayor, Jerry Marco. Also in attendance was Clark Martin from the Randolph County Solid Waste Authority. Mr. Lowther said the recycling center will be officially closed on February 2, 2024. He said they need to figure out what to do with all the recycling. He said they met in September with Sunrise Sanitation and with many others to discuss this issue. He said they requested a quote from Sunrise Sanitation and they provided that quote but it was for a 5 year contract which the City and County can't do. He said they are only allowed to do contracts for 1 year at a time. He said when the quote came back for 1 year at a time it was much more. He said it is \$915.00 per month per container. He said they would have to put it out for bid since it is going to be that much. He said they want to create a recycling program for the County residents. He said he is just trying to figure out today if the County Commission will partner with the City of Elkins and Randolph County Solid Waste Authority on this project?

Commissioner Kesling said the County Commission will partner with them. He said the Commission received a grant for \$50,000.00 to buy a forklift for the recycling center and now that will not be used on that, since the recycling center is closing, so they could use some of that money toward this project. He said that all three entities could apply for a REAP grant. Commissioner Kesling moved that the Randolph County Commission partner with the City of Elkins for a recycling center on Baxter Street. All yes – Motion passed unanimously

CONSIDER APPROVAL OF VOCA GRANT

Melinda Planakis, Victim Service Coordinator, with the Randolph County Prosecuting Attorney's Office appeared before the Commission. She said the VOCA Grant has been awarded in the amount of \$47,398.00 which will be effective October 1, 2023. She said there is a county match of \$7,500.00 which brings the total amount to \$54,898.00. She said this amount covers her salary and benefits as Victim Service Coordinator. Commissioner See moved to approve the VOCA Grant, as submitted. All yes – Motion passed unanimously

CONSIDER APPROVAL OF NEW HIRE FOR SHERIFF'S TAX OFFICE (See copy attached)

Randolph County Sheriff Rob Elbon appeared before the Commission. He said he is losing an employee in his Office and needs to fill that position. He has selected Marilee Meyer as a full time benefited tax deputy with a beginning salary of \$22,500.00 and with a starting date of October 23, 2023. He said he is planning on transferring all the fire fee tax collections to be in the front office and to get rid of the fire fee position. Commissioner Kesling moved to approve the hiring of Marilee Meyer as a full time benefited tax deputy, as presented. All yes – Motion passed unanimously

CONSIDER APPROVAL OF NEW HIRE FOR COUNTY COMMISSION OFFICE

Commissioner Kesling said this item will need to be tabled. He said they had some internal employees interested but it didn't work out so they have re-advertised and have had several applications come in on Indeed. Commissioner Kesling moved to table this item. All yes – Motion passed unanimously

CONSIDER APPROVAL OF WAGE ADJUSTMENT FOR 911 CENTER (See copy attached)

Randolph County 911/OEM Director Shonna Fox appeared before the Commission. She said Andrew Coffman has been doing very well and is now working as a stand-alone telecommunicator at the 911 Center. She would like to increase his wages. He is currently making \$12.86 per hour and she would like to increase it to \$13.97 per hour. This increase would be effective October 16, 2023 and she has the money in her current budget to cover this increase. Commissioner See moved to approve the pay increase for Andrew Coffman, as presented. All yes – Motion passed unanimously

FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS:

Commissioner See moved to approve the (1) Final Settlement, as submitted.

James Morgan Jones

All yes – Motion passed unanimously

BUDGET REVISIONS: (See copies attached)

Commissioner See moved to approve an In House budget revision for the Sheriff's Office in the amount of \$40.91 moving if from Jail Supplies to Jailer Uniforms. All yes – Motion passed unanimously

Commissioner See moved to approve a State budget revision for the Sheriff's Office in the amount of \$2,738.00 from misc. income to Drug Awareness (HOFNOD). This is from a donation. Commissioner See voted yes, Commissioner Kesling voted yes, Commissioner Siler was absent. Motion passed

Commissioner See moved to approve an In House budget revision for North Central Community Corrections Office in the amount of \$2,500.00 to be taken from supplies and put into equipment to purchase new computers. All yes – Motion passed unanimously

DIVISION OF PROPERTY/ERRONEOUS ASSESSMENTS:

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

DISTRESSED PROPERTIES: None

FIRE FEE ADJUSTMENTS: None

PAYMENT OF BILLS:

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

ADJOURN THE MEETING:

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

Attest: _____

North Central Community Corrections
Randolph County Office

19-October-2023

	2017-2018*	2018-2019*	2019-2020*	2020-2021*	2021-2022*	2022-2023*	2023-2024
Total Number of Offenders	287	310	308	349	269	260	114
Full Participants	82	78	56	44	16	40	4
Condition of bond	124	149	172	202	115	135	28
Services	25	14	27	47	11	46	6
Parole Offenders	16	28	15	25	3	13	1
Check ins and ds	15	15	11	1	1	3	0
Probation	20	26	28	12	5	26	2
Completed Program	75	88	86	120	103	97	27
Terminated from Program	108	123	99	102	83	65	6
Reentered Program from	34	25	25	15	19	21	1
Offenders in Rehab	7	3	10	4	6	15	5
Community Service Hours	2,876	3,330	1,030	3,920	1,113	1,373	455
Employment Hours	39,592	27,500	26,540	16,720	18,560	17,920	6,080
BIPPS Obtained	8 of 10	8-14	9-17	10-20	8-10	7-10	1-6
Drug Screens Administered	2,521	2,001	2,697	2,296	2,170	2,618	1,013
Positives	290	261	394	495	448	396	93
Negatives	2,231	1,740	2,303	1,801	1,722	2,222	920
Community Services Saving	\$25,165.00	\$29,137.50	\$9,012.50	\$34,300.00	\$9,738.75	\$12,013.75	\$3,981.25
Fees Collected	\$18,319.59	\$31,113.80	\$36,553.00	\$21,955.00	\$25,484.00	\$32,262.00	\$7,988.00
Amount Saved **	\$1,932,557.25	\$1,889,331.25	\$1,921,839.25	\$1,931,001.75	\$1,640,849.75	\$1,486,679.00	\$517,150.25
Total Amount Save the County	\$1,957,722.25	\$1,918,468.75	\$1,930,851.75	\$1,965,301.75	\$1,650,588.50	\$1,498,692.75	\$521,131.50

*Totals for Fiscal Years 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023 are based on end of the year totals. Totals for Fiscal Year 2023-2024 of the offenders are based on current active offenders on the program.

**Total amount saved based on Regional Jail fees of \$48.25 per day to house an inmate.

**A RESOLUTION RECOGNIZING OCTOBER 2023 AS DOMESTIC VIOLENCE
AWARENESS MONTH**

WHEREAS, the problem of domestic violence impacts countless West Virginians, without regard to age, race, gender, religion, or economic status; as victims suffer at the hands of a spouse or partner, it affects their children, families, and entire communities; and

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security, and humanity due to the systematic use of physical, emotional, sexual, psychological, and economic control and/or abuse; and

WHEREAS, victims should have help to find the compassion, comfort, and healing they need, and domestic abusers should be punished to the full extent of the law. Victims should also have access to medical and legal services, counseling, transitional housing, and other supportive services so that they can escape the cycle of abuse; and

WHEREAS, important partnerships have been formed among criminal and juvenile justice agencies, healthcare providers, allied professionals, and victim services to assist victims of domestic violence and their families. It is imperative to recognize the compassion and dedication of the individuals who provide services to victims of domestic violence and work to increase public understanding of this significant problem; and

WHEREAS, everyone has a moral obligation to work to prevent and address the brutal and destructive effects domestic violence, protecting vulnerable members of our society, helping to make ending domestic violence a national priority.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF RANDOLPH
COUNTY, WEST VIRGINIA:**

SECTION 1: That the Randolph County Commission does hereby proclaim the month of October 2023 as Domestic Violence Awareness Month, and joins with others across West Virginia and the Nation in supporting victims of domestic violence, and urges all residents to actively participate in sending a loud and clear message to abusers that domestic violence is not tolerated in the County of Randolph

SECTION 2: It is found and determined that all formal actions of this Commission concerning and relating to this Proclamation were adopted in an open meeting of this Commission, and that all deliberations of this Commission that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements.

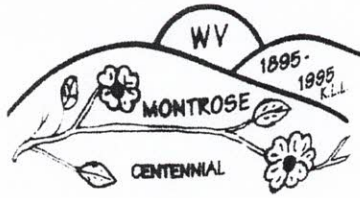
SECTION 3: That this Proclamation shall take effect and be in force from and after the earliest period allowed by law.

David Kesling, *Commission President*

Christopher See, *Commissioner*

Christopher Siler, *Commissioner*

PATRICK WILFONG
MAYOR



PO Box 84
MONTROSE, WV 26283
EMAIL: THETOWNOFMONTROSE
@GMAIL.COM

TOWN OF MONTROSE

October 19, 2023

Randolph County Commission
4 Randolph Ave., Suite 102
Elkins, WV 26241

Your Honorable Commissioners:

As you know Montrose is a small municipality nestled in the heart of Appalachia. A once vibrant railroad town, Montrose is now a rural farming community with a vision of being a safe, healthy, welcoming, and attractive neighborhood for its residents and visitors. To achieve this vision and forge a pathway to it, Montrose has developed some strategic outcomes.

One outcome is to develop and maintain city-owned infrastructure, parks, and facilities that enhance the quality of life and attractiveness of the community.

Steps we plan to take to achieve this are to:

- 1) revitalize the historic IOOF Lodge Hall into a Country Store,
- 2) establish a Veteran Memorial,
- 3) build on an already existing playground, and
- 4) identify and complete Town beautification projects

Regarding number three, our plans are outlined below in 2 phases:

Phase 1 by end of calendar year 2024

- Install groundwork and 2 features in the already existing playground area.
- Begin the groundwork and install 1-3 features in the newly designated Boulder Park area.

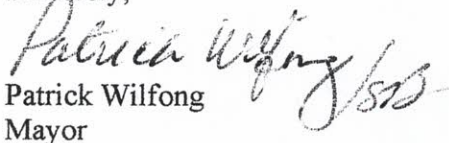
Phase II: by the end of October 2026

- Install final feature to the existing playground area.
- Complete groundwork and install remaining features to Boulder Park.

Budget for Phases I and II are estimated at \$200,000, at this time, with most of the labor for groundwork provided, in kind. The Town has committed 88% of our Covid Funding to this project as well as funding from our General Fund Account. Region VII Planning and Development Council is working with us to identify grants to supplement funding along with the Snowshoe Foundation Grant we will be applying for in February. We are here today to, cordially, request Phase I funding in the amount of \$20,000 from the Randolph County Commission. It would be our intent to return next fiscal year to seek additional funding for the completion of Phase 2 of this project.

Thank you for your kind consideration.

Sincerely,


Patrick Wilfong
Mayor

\$ 5,000.
CH Contractual

Gary Coffman, Mayor

Town of Mill Creek
P.O. Box 128
Mill Creek WV. 26280

EVENT CONTACT #

Kathryn Stalnaker, Council Member

304-940-3081

TO: The County Commission

RE: Funds to provide a Holiday Celebration for Mill Creek Community.

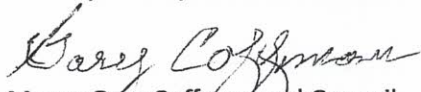
Dear Commission Members:

We are here today to ask for support in providing a community celebration for the members of the Town of Mill Creek. This project is in the beginning phase of co-ordination. Our general vision for this celebration is to provide a community dinner for any members of our town who would like to attend. We would like to provide some door prizes, Santa, crafts for the children, food boxes for elderly or homeless to take with them after the meal. Any food boxes that would not be distributed could be given to Tyrard to continue to support families during the holiday season or placed in the Blessing Box at the park periodically.

Our town has many elderly residents in need as well as an increasing number of homeless. We would like to make the holidays a little easier for them. The town council is hoping to develop a more unified community by providing this opportunity. COVID has placed a strain on all communities in our area, we hope that we can make a difference.

The mayor and the council are asking the County Commission to assist us in providing this Celebration. We believe that with your support that we can make this an event that will touch all the people in our community. We are asking for your support and feel we could accomplish this task for \$2,000.00 to \$2,500.00. If you can even meet a portion of this request, it would be greatly appreciated.

Thank you for your consideration in the matter!


Mayor Gary Coffman and Council.

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

October 19, 2023

The Sheriff's Tax Office requests to hire Marilee Meyer as a full-time, benefited, tax deputy position. Beginning salary is \$22,500 with a start date of October 23, 2023.

Respectfully,

Robert R. Elbon, Jr.
Sheriff



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

October 19, 2023

Commissioners:

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

Current wage: \$12.86

New wage: \$13.97

Increase is to begin on pay period 10/16/2023

His wages are covered under the current budget.

Thank you,

Shonna Fox

Office of the
SHERIFF OF RANDOLPH COUNTY

Law Enforcement

32 Randolph Avenue
Suite 201
Elkins, WV 26241

Web: resowv.org
Phone: (304) 636-2111
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Robert R. Elbon Jr., Sheriff

10/12/2023

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

IN-HOUSE BUDGET REVISION

Reason for Revision: Adjustment to Jail line items.

REVENUES:

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				

TOTAL INCREASE/(DECREASE) REVENUE:	\$0	\$0	\$0	\$0
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EXPENDITURES:

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				
001-703-3-45-00	Jailier Uniforms	\$2,617.76	\$40.91		\$2,658.67
001-703-3-41-00	Jail Supplies	\$1,882.24		\$40.91	\$1,841.33

\$	40.91	\$	40.91
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TOTAL INCREASE/(DECREASE) EXPENDITURES:	\$	40.91	\$	40.91	\$	-
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REVENUE CHANGE LESS EXPENDITURE CHANGE	\$	-
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Respectfully,

Robert R. Elbon Jr.
Sheriff/Treasurer

10-19-2023

C see moved

C see yes

D Kesling yes

C siler Absent

Office of the
SHERIFF OF RANDOLPH COUNTY

Law Enforcement

32 Randolph Avenue
Suite 201
Elkins, WV 26241

Web: rcsowv.org
Phone: (304) 636-2111
Fax (304) 630-0467



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Elkins, WV 26241

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Robert R. Elbon Jr., Sheriff

10/12/2023

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

STATE-HOUSE BUDGET REVISION

Reason for Revision: Increase Drug Awareness (HOFNOD) line by donation amount.

REVENUES:

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				
001-366-900	MISC INCOME- Receipt #78420		\$2,738		

TOTAL INCREASE/(DECREASE) REVENUE: \$0 \$2,738 \$0 \$2,738

EXPENDITURES:

		PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
ACCOUNT NUMBER	Account Name				
001-404-3-48-00	Drug Awareness (HOFNOD)	\$2,000.00	\$2,738.00		\$4,738.00

\$ 2,738.00 \$ -

TOTAL INCREASE/(DECREASE) EXPENDITURES: \$ 2,738.00 \$ - \$ 2,738

REVENUE CHANGE LESS EXPENDITURE CHANGE \$ -

Respectfully,

Robert R. Elbon Jr.
Sheriff/Treasurer

10-19-2023

C See moved

C See yes

D Kesling yes

C Silber Absent

For North Central Community Corrections

Reason for Revision:

Not enough money cover new computers

REVENUES:

ACCOUNT NUMBER	Account Name	PREVIOUSLY APPROVED		INCREASE	DECREASE	REVISED	
		AMOUNT				AMOUNT	

EXPENDITURES:

[illegible]

\$2,500.00	\$2,500.00
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TOTAL INCREASE/(DECREASE) EXPENDITURES: \$ 2,500.00

10-19-2023

see moved

✓ see yes

Resting yes.

esiler Absent

John