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 16th day of September, 2021 at 1:30 p.m.

Present: Randolph County Commissioners, David Kesling and Chris See. Commission President Mark Scott was absent.

Meeting called to order by Commissioner Kesling

PUBLIC COMMENT:

Curtis Elmore from Norton Harding Jimtown Public Service District appeared before the Commission. He thanked the Commission for their recent assistance to the PSD. He said Commissioner Scott came to the PSD Office last week to view the plan of the upgraded package. Mr. Elmore said he wanted to come before the Commission today to submit a formal request and project scope for that. He presented a copy to each Commissioner to review. He said their PSD is 40 some years old now and a lot of things are wearing out and getting older and they have been looking at this for the last year or so and finally got everything in the works to try to move forward to take their district into the future so that they can continue to provide adequate water service to their customers. Ryan Holcomb, with the Thrasher Group, told the Commission that what they have done so far is taken a holistic scope of what the PSD desires to do and started looking at ways to possibly fund the project. He said any contribution that can be made from the County would be paired hopefully at the State level so that they can work towards getting all of these items completed.

MINUTES:

Commissioner See moved to approve the minutes from the regular meeting that was held on September 2, 2021, as submitted. All yes – Motion passed unanimously

REPORTS:

Erin Golden, Director of North Central Community Corrections, appeared before the Commission. She said they currently have 110 participants on the program and the program has saved the County \$315,989.25 in regional jail bills so far this fiscal year. (See copy attached) She said since the program started in 2005 they have had 2,029 participants on the program with 1,057 completing the program.

911/OEM Interim Director, Tina Owens reported that they have 2 employees out, one with COVID and one on quarantine. She also reported that the Stuarts Knob Tower was hit by lightning but thankfully the generator just needed a part so it should be fixed by the end of the week.

Deputy Ethan Carr reported that their newest Deputy Zachary Yeager is currently in the WV State Police Academy, which is a 6 week program, and is scheduled to graduate in November.

Hannah Fincham with the WVU Extension Office reported that they are able to go back into the schools this year so they have started programming and they have a whole schedule of things they are going to be able to do in the schools and they are excited about that. She said right now they are working on hand washing which is really important for the kids to learn.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Kesling announced that the next regular meeting will be held on October 7, 2021 at 1:30 p.m.

ITEMS FOR DISCUSSION/ACTION:

BID OPENING FOR LITTER CONTROL PROJECT

Commissioner Kesling said this item will be tabled because they did not receive any bids.

CONSIDER RATIFICATION OF SIGNATURE ON LETTER OF SUPPORT FOR WOODLANDS FIBER DEPLOYMENT PROJECT

Commissioner See moved to approve ratification of the signature of Mark Scott, President of the County Commission, on the letter of support for Woodlands Fiber Deployment Project. All yes – Motion passed unanimously

CONSIDER APPROVAL OF PARTICIPATION IN THE WV CHECKBOOK PROGRAM

County Clerk, Brenda Wiseman said that Commissioner Scott had contacted her about looking into the WV Checkbook Program again. She said she contacted some other County Clerks and they said it wasn't too much work to do, once they come in and set it up for us. She said she was told it was just an upload once a month. Commissioner See moved to approve participation in the WV Checkbook Program. All yes – Motion passed unanimously

CONSIDER SIGNING LETTER OF SUPPORT FOR UPWARD BOUND

Commissioner See moved to approve signing a letter of support for the Upward Bound program through Davis & Elkins College. All yes – Motion passed unanimously

CONSIDER SIGNING LETTER OF SUPPORT FOR WV FOOD AND FARM COALITION

Commissioner Kesling said this is something that was presented to us before and it will be located at the Homestead Community Center. Commissioner See moved to approve signing a letter of support for the WV Food and Farm Coalition. All yes – Motion passed unanimously

CONSIDER FUNDING REQUEST FROM HUTTONSVILLE PUBLIC SERVICE DISTRICT

(See copy attached)

Commissioner Kesling said Huttonsville Public Service District is requesting funds for a trailer mounted sludge de-watering trailer, a new 25hp motor for an aerator, a back- up pump, to change out radio read meters and for chlorine for the water treatment plant. The total amount of their request is \$139,500.00. Commissioner See moved to approve the funding request from Huttonsville Public Service District in the amount of \$87,000.00 and that is to be taken out of the ARP funding. All yes – Motion passed unanimously

CONSIDER DONATION TO RANDOLPH COUNTY CAGES

(See copy attached)

Commissioner Kesling said Kelly Cooper came to the Commission a few meetings ago to request funding for help with remodeling a building he purchased for kids to have a batting cage. He has now submitted his paperwork that it is a non-profit organization and everything appears to be in order. Commissioner See said he thinks this will be good for the community. Commissioner See moved to approve \$5,000.00 to Randolph County Cages and that will be taken out of Hotel/Motel Tax funds. All yes — Motion passed unanimously

CONSIDER DONATION TO 4-H FROM ARP FUNDS

(See copy attached)

Commissioner Kesling said the 4-H Camp belongs to the County and they have been looking at ways to help with funding due to lost income and also to hire an executive director at Camp Pioneer which would be a county employee. The Randolph County Parks and Recreation Board has come up with an Agreement for the Commission to consider. Commissioner See moved to approve the agreement

between the Randolph County Commission and the Randolph County Parks and Recreation Board for funding in the amount of \$239,000.00 which is to be taken out of the ARP funding. This is to be \$120,000.00 this year and \$119,000.00 next year and also approval to hire an executive director for Camp Pioneer at \$14.00 per hour with benefits and this person will be a county employee. All yes — Motion passed unanimously

CONSIDER DONATION TO DRY FORK RECREATION CENTER FOR AUTUMN ON THE DRY FORK

(See copy attached)

Rex Vance, President of the Dry Fork Recreation Center, Inc., appeared before the Commission. He said he appreciated the County Commission opening their meetings with a prayer and pledge of allegiance. He said the annual fall festival Autumn on the Dry Fork will be held on October 9, 2021. He said it will be the same as last year with meals being sold on a drive thru basis only. He said they will also be selling apple butter and apple cider. He said any help would be appreciated. Commissioner See moved to approve a donation to the Dry Fork Recreation Center in the amount of \$2,500.00 and that is to be taken out of Hotel/Motel Tax funds. All yes — Motion passed unanimously

CONSIDER APPROVAL OF QUOTE FOR POTHOLE REPAIR ON LOUGH AVENUE

Commissioner Kesling said this item is tabled because no quotes were received.

CONSIDER REAPPOINTMENT TO RANDOLPH COUNTY FIRE BOARD

Commissioner Kesling said the Commission received a letter from the Randolph County Fire Board asking for the re-appointment of Charlie Moats to the board. Commissioner See moved to approve the re-appointment of Charlie Moats to the Randolph County Fire Board to begin immediately and end June 30, 2024. All yes — Motion passed unanimously

CONSIDER APPOINTMENTS TO WHITMER WATER BOARD

Commissioner See moved to approve the appointments of Heidi and Justin Shifflett to the Whitmer Water Board with a term to start immediately and end on September 15, 2025. All yes – Motion passed unanimously

CONSIDER APPOINTMENTS TO AUDIT COMMITTEE

Commissioner See moved to appoint Lisa Daniels-Smith, Brooke Hinzman, David Kesling and Chris See to the 2021 Audit Committee for Randolph County. All yes – Motion passed unanimously

CONSIDER RATIFICATION OF NEW HIRES FOR E911 CENTER

(See copies attached)

Commissioner See moved to approve the hiring of Jaran Brady as a part time employee at the 911 Center with no county benefits. He will be placed on a 90 day probationary period and his starting salary will be \$11.25 per hour. He began working on September 6, 2021. All yes – Motion passed unanimously

Commissioner See moved to approve the hiring of Jeff Hedrick as a part time employee at the 911 Center with no county benefits. He will be placed on a 90 day probationary period and his starting salary will be \$11.25 per hour. He began working on September 6, 2021. All yes — Motion passed unanimously

CONSIDER RENEWAL OF PARKING AGREEMENT WITH CRYSTAL SPRINGS COMMUNITY CHURCH

Commissioner See moved to approve the parking agreement with Crystal Springs Community Church.

All yes - Motion passed unanimously

CONSIDER ACCEPTANCE OF CHANGES TO MAINTENANCE CONTRACT AMOUNTS FROM SOFTWARE SYSTEMS

Commissioner Kesling said these changes in the contract are very small amounts. He said Software Systems is used in most of the offices of the courthouse. Commissioner See moved to approve the changes in the maintenance contract amounts with Software Systems, as submitted. All yes – Motion passed unanimously

CONSIDER REMOVING FOREST FESTIVAL FRIDAY FROM COUNTY HOLIDAYS LIST

Commissioner Kesling said this is for this year only. He said next year it will be on the list the same as usual but because of the virus this year the forest festival was cancelled so there is no reason to close the courthouse. He said hopefully next year everything will be back to normal. Commissioner See moved to remove Forest Festival Friday for 2021 from the County Holidays list. All yes – Motion passed unanimously

FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS

Commissioner See moved to approve the final settlements/annual accountings on the 4 following estates, as submitted.

Lois L. Kyle Carr

Juanita Carol Daniels

Charles H. Robey

Edna M. Wegman

All yes - Motion passed unanimously

BUDGET REVISIONS:

(See attached copies)

Commissioner See moved to approve a State Budget Revision in the amount of \$46,000.00 from Courthouse Contractual to Computer Maintenance. Commissioner See voted yes, Commissioner Kesling voted yes – Motion passed

Commissioner See moved to approve an In-House Budget Revision in the amount of \$750,00 for VOCA. All yes.—Motion passed unanimously

Commissioner See moved to approve an In-House Budget Revision in the amount of \$3,000.00 for extra help in the Assessor's Office. All yes – Motion passed unanimously

Commissioner See moved to approve a State Budget Revision in the amount of \$4,000.00 for property enforcement. Commissioner See voted yes, Commissioner Kesling voted yes – Motion passed

Commissioner See moved to approve an in House Budget Revision in the amount of \$2,786,833.50 for the American Rescue Plan Funding to be put into a separate account. All yes – Motion passed unanimously

DIVISION OF PROPERTY/ERRONEOUS ASSESSMENTS:

Commissioner See moved to approve the divisions of property/ 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

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Fiscal Year

	2015-2016*	2016-2017*	2017-2018*	2018-2019	2019-2020	2020-2021	2021-2022
Total Number of Offenders	283	335	287	310	308	349	110
Full Participants	35	72	82	28	26	44	ťÒ
Condition of bond	103	152	124	149	172	202	28
Services	19	35	25	14	27	47	7
Parole Offenders	∞	20	91	28	15	25	•
Check ins and ds	18	32	15	15	İİ	; -1	0
Probation	12	56	20	26	28	12	0
Completed Program	91	81	75.	88	98	111	15
Terminated from Program	107	169	108	123	-66	93	16
Reentered Program from	42	29	34	25	25	15	m
Offenders in Rehab	9	19	7	.ત્વ	10	· 4 ;	μi
Community Service Hours	9,576	4,468	2,876	3,330	1,030	3,920	225
Employment Hours	12,840	14,640	39,592	27,500	26,540	16,720	5,280
BIPPS Obtained	12 of 19	9 of 14	8 of 10	8-14	9-17	10-20	0-5
Drug Screens Administered	1,668	2,194	2,521	2,001	2,697	2,296	484
Positives	205	223	290	261	394	495	73
Negatives	1,463	1,971	2,231	1,740	2,303	1,801	411
Community Services Saving	\$83,790.00	\$39,095.00	\$25,165.00	\$29,137.50	\$9,012.50	\$34,300.00	\$1,968.75
Fees Collected	\$19,181.00	\$9,225.00	\$18,319.59	\$31,113.80	\$36,553.00	\$21,955.00	\$5,914.00
4	\$1,601,658.25	\$1,753,531.50	\$1,932,557.25	\$1,889,331.25	\$1,921,839.25	\$1,931,001.75	\$315,989.25
Amount Saved ** Total Amount Save the County	\$1,684,448.25	\$1,792,626.50	\$1,957,722.25	\$1,918,468,75	\$1,930,851.75	\$1,965,301.75	\$317,958.00

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

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

Current particpants on the program

16-Sep-21 Randolph County

Full Corrections	16
Bond	68
Service only	15
Check ins only	0
Probation	5
Parole	6
Total Particpants	110
	Specifics on Full Corrections
Employed	13
Unemployed	0
incarcerated	0
Running	2
Home maker	0
in School	0
Disablity	0
Rehab	1

16

Total Particpants



HUTTONSVILLE PUBLIC SERVICE DISTRICT

P.O. BOX 277 ■ Mill Creek West Virginia ■ 26280

ADMINISTRATIVE OFFICE PHONE: 335-2035 FAX: 335-4601

September 9, 2021

Randolph County Commission 4 Randolph Avenue Suite 102 Elkins WV 26241

Dear Fellow Commissioners:

The Huttonsville Public Service District is requesting funds from the Randolph County Commission in the amount of \$139,500.00.

This amount requested is to purchase a trailer mounted sludge de-watering trailer at a cost of \$21,000.00 so we have a way to haul the sludge we produce.

For the distribution system we are requesting \$20,000.00 for a new 25hp motor for an aerator at the wastewater plant.

We need to replace the emergency back up pump at our Georgetown pump station which the cost is \$7500.00.

In order to be in compliance with the Public Service Commission with the meter change out requirements we are requesting \$75,000.00 for radio read meters. Some of these meters are over 20-years old and some are causing a loss of revenue as well as meters located in dangerous areas these meters would be beneficial.

The chlorine at the Water Treatment Plant will be changed from gas CL to liquid bleach and the cost for this is \$16,000.00.

The Huttonsville PSD appreciates and thanks the Randolph County Commission for their continued support.

Sincerely,

Louise A McAtee

Huttonsville PSD cc: file

"This is an Equal Opportunity Program, Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, USDA, Washington DC, 20250-0700."

TRS DEPARTMENT OF THE TREASURY INTERNAL REVENUE SERVICE CINCINNATI OH 45999-0023

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RANDOLPH COUNTY CAGES 39 CHIPPEWA LN BEVERLY WV 26253

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\$ 5,000.00 \$ 1200 K Hown Much

Date of this notice: 08-17-2021

Employer Identification Number: 38-4190815

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at: 1-800-829-4933

IF YOU WRITE, ATTACH THE STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 38-4190815. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

Randolph County Parks and Recreation Board

PROPOSAL FOR COUNTY COMMISSION AUGUST 2021

120,000, this year 119,000 next year



- 1. Reimbursement of lost income from pandemic. \$239,000.00 from federal Covid-19 funding. That money would be in the care of the board with the instruction to budget it out over the next 5 years to pay for costs typically handled with money from the County Commission (utilities, maintenance issues).
- 2. Fund the position of Executive Director of Camp Pioneer as a county employee starting at \$14/hour with benefits. Estimated cost \$44,100.00 per year. This would be a part of the \$48,000.00 already budgeted for Camp Pioneer.
- 3. Make a commitment that in 5 years, County Commission support of Camp Pioneer would be 1% of the annual county budget.

Points of Emphasis

- -Reimbursement of lost income is distinctly defined as appropriate use of funds in the published guidelines for how to spend Covid-19 monies. It has been done in other counties.
- -- The RCPRB has been very good over the years spending money in the way that is intended to be used.
- -Making the Ex. Director a county employee has been a request of the RCPRB for over 30 years and will allow us to hire and keep quality leadership.
- —The RCPRB has raised hundreds of thousands of dollars independently to sustain and improve Camp Pioneer over the last couple of decades.
- -- RCPRB has an established and frequently updated 5 year plan.
- -RCPRB is working to position itself to be more eligible for grants and outside funding.
- --RCPRB is going to take on a feasibility study with WVU Foundation and WVU Extension Service for a large capital fundraising campaign.
- —There will still be instances where additional funding will be requested from the commission when maintenance may be needed, or matching funds are required for grants and donations.



2 JUK Muller

Dry Fork Recreation Center, Inc.

P.O. Box 1 Harmen, WV 26270

September 8, 2021

Randolph County Commission 4 Randolph Ave. Elkins, WV 26241

Honorable Randolph County Commission,

Our annual fall festival for the Harman community, Autumn on the Dry Fork, will be held on Saturday, October 9,2021 at the Dry Fork Recreation Center. The activities this year will be limited, but we really need to have the fund raiser to keep our center financially stable. We will be selling meals on a "drive thru" basis only. We will also be selling apple butter and apple cider. We will have an on-line auction and a virtual pageant. All other activities are cancelled in order to keep our community safe. We are very appreciative of your financial support in the past and understand that you may offer financial support of our annual festival. I would like to request, on behalf of the Board of Directors and the Harman community, a financial contribution from the County for our festival in support of our recreation center. Thank you for your consideration of this matter.

Sincerely,

Rex Vance

President

Dry Fork Recreation Center, Inc.





Randolph County E911 / Randolph County Office of Emergency Management / Mapping & Addressing 194 Airport Rd., Elkins, WV 26241 911 Center 304-636-2000 OEM 304-636-0483 Fax 304-636-3298S

September 8, 2021

Commissioners,

I am requesting that Jaran Brady be hired as a part-time employee with no county benefits.

He will be placed on a 90-day probationary period, to obtain the current training

Requirements.

His starting pay will be \$11.25 per hour.

The current budget will cover his wages.

Request that his employment will begin on September 6, 2021

Thank you,

Tina Owens, Intermin Director





Randolph County E911 / Randolph County Office of Emergency Management / Mapping & Addressing 194 Airport Rd., Elkins, WV 26241 911 Center 304-636-2000 OEM 304-636-0483 Fax 304-636-32985

September 8, 2021

Commissioners,

I am requesting that Jeff Hedrick be hired as a part-time employee with no county benefits.

He will be placed on a 90-day probationary period, to obtain the current training

Requirements.

His starting pay will be \$11.25 per hour.

The current budget will cover his wages.

Request that his employment will begin on September 6, 2021

Thank you,

Tina Owens, Intermin Director

State BUDGET REVISION

9/16/21

Reason for Revision:

Computer Lease funds

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9-16-2021
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Mr Absent

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State BUDGET REVISION

17/91/6

Property Owner Cleanup Contribution

Reason for Revision:

REVENUES:		,			
		PREVIOUSLY APPROVED			REVISED
ACCOUNT NUMBER	Account Name	AMOUNT	INCREASE	DECREASE	AMOUNT
001-366-911	Building & Land Non-Grant		\$4,000.00		
EXPENDITURES:					
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001-424-2-30.04	Property Enforcement		\$4,000.00		

Total: \$4,000 9-16-2021 CS Moved CS Yes DK Yes movent

2786833.5 \$2,786,833.50 9-16-2021 REVISED AMOUNT REVISED AMOUNT G \$0.00 DECREASE DECREASE \$2,786,833.50 \$2,786,833.50 \$2,786,833.50 INCREASE INCREASE iii In House BUDGET REVISION PREVIOUSLY APPROVED
AMOUNT PREVIOUSLY APPROVED TOTAL INCREASE / (DECREASE) EXPENDITURES: TOTAL INCREASE / (DECREASE) REVENUES: AMOUNT American Recover Act Contract Serv ACCOUNT DESCRIPTION ACCOUNT DESCRIPTION St Grant: American Recovery Act Reason for Revision: Budget not set for 2022 ACCOUNT NUMBER ACCOUNT NUMBER 207-443-230-53 207-323-953 EXPENDITURES: REVENUES: 19 20 6 <u>---</u> 20 22 23 24 25 26 8 6 و 7 9 / 12 13 15 17 72 27 28 <u>න</u> ස 22 23

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