

**GRANT COUNTY COMMISSION
PETERSBURG, WEST VIRGINIA 26847**

GRANT COUNTY COMMISSION MINUTES

Date: June 14, 2022 **Time:** 9:00 a.m. **Location:** Conference Room
Grant County Courthouse

Reporting:
Erin Camp, Grant County Press

Commissioners:
Scotty Miley, President
Jeff Berg
Tyson Riggleman

Michelle Sites, County Administrator

1. Call to Order

President Miley called the regular meeting to order at 9:00 a.m.

2. Consent and Approval – County Administrator

a. Minutes

Presented for approval were the minutes from the regular meeting held on May 24, 2022.

Presented for approval were the minutes from the special meeting held on May 24, 2022.

Presented for approval were the minutes from the special meeting held on May 27, 2022.

Presented for approval were the minutes from the special meeting held on June 1, 2022.

A Motion was made to approve the minutes. **MOTION: Berg/ unanimously approved**

b. Budget Revisions

The following budget revision was presented for approval:

699	Contingencies	decrease	\$160,000
408	Statewide Computer Network	increase	\$10,000
715	Ambulance Authority	increase	\$150,000

A Motion was made to approve the budget revisions. **MOTION: Riggleman/ unanimously approved**

c. Board Appointments/Removals/Resignations

The following reappointment was presented:

-Phyllis Cook was reappointed to the Grant County PSD Board.

A Motion was made to approve the above reappointment. **MOTION: Berg/unanimously approved**

3. Actions of the Clerk, Exonerations, Estates

Commission approved the following actions of the County Clerk:

Wills lodged in Clerk's Office:
-None

Wills admitted to probate:

- Dennis P. Zaffran
- Thomas J. Henninger
- Mamie B. Ratcliff

-Ruby Kline Allison

-Qualification orders granted in the following estates:

<u>Estate</u>	<u>Person Qualifying</u>
Dennis P. Zafran	James Paul Geary, II, Administrator CTA
Brenda Yvonne Brewer	Joshua Adam Brewer, Executor
Thomas J. Jenninger	Nathan J. Henninger, Executor
Mamie B. Ratcliff	Jason W. Ratcliff, Executor
Ruby Kline Allison	Linda Robyn Kline Evans, Executrix
Rose Ann Arbogast	Ronnie Arbogast, Administrator

Ancillary Administrations granted in the following estates:

-None

Small Estate Certificates and Authorizations granted in the following estates:

<u>Estate</u>	<u>Person Qualifying</u>
-None	
Waiver of Final Settlement Waiver of Final Settlement in the estate of Jean Sites. MOTION: Berg/ unanimously approved	
Waiver of Final Settlement in the estate of Georgianna Wrathford. MOTION: Berg/ unanimously approved	
A Motion was made to approve the actions of the Clerk. MOTION: Riggleman / unanimously approved	

The following exonerations were presented this day:

Mary S. Rohrbaugh	Grant District	2022	\$267.99 per half
Cynthia A. Salvadori	Grant District	2021	\$18.90 per half
Brett A. Sites	Milroy District	2021	\$104.26 per half
Harman's North Fork Cottages LLC	Milroy District	2022	\$99.68 per half
Harman's North Fork Cottages LLC	Milroy District	2022	\$97.04 per half
Penny Lynn Harman	Milroy District	2022	\$518.64 per half
Ashton G. Barr	Grant District	2022	\$288.69 per half
Lysle R. & Phyllis J. Sites	Milroy District	2022	\$67.66 per half
James S. Suthard	Grant District	2022	\$141.10 per half

A motion was made to approve the exonerations. **MOTION: Berg/ unanimously approved**

4. Comments from the Public

There were no comments from the public.

5. Scheduled Appointments

a) Circuit Clerk, Angela VanMeter, to give an update.

Clerk VanMeter stated that the Clerk's office is preparing for e-filing. Clerk VanMeter stated that they are scheduled to go live in August, 2022. She stated that they will also soon be able to take debit/credit cards.

Clerk VanMeter stated that there will have to be courtroom equipment installed, she just isn't sure where the money is to come from. She stated that she does have money built into her budget to take care of the equipment in the event the county has to pay for the equipment.

Since taking over in 2016, Clerk VanMeter has made the following changes/updates:

- all documents filed from August, 2016 forward have been electronically scanned
- all juvenile delinquency and all the juvenile status offense cases have been scanned back to 1993
- family court cases are scanned back to 1995
- domestic violence petitions are scanned back to the beginning of that case type
- felony cases are scanned back to 1992
- all financial information is done electronically through the case management system
- Clerk VanMeter stated that she has had access in her courtroom budget so she has assisted the Probation Department with purchasing necessary items
- two large monitors were installed in the courtroom, which are wireless
- a paper folder was purchased and may be used by any office
- the Clerk's office has been using the mass calling service that the 911 Center uses. The current subscription to the calling system will be cancelled.

Clerk VanMeter stated that the metal detector is not wide enough for a walker or wheelchair to enter and may need moved to another location.

b) Peggy Alt, OES/911 Director, to give update on towers. Peggy stated that they have everything that they need to build the towers at Mt. Storm and Bayard. She stated that she needed official permission from the Commission to apply for the funding from TAF of WV. One tower is just over \$590,000.00 and the other is just over \$600,000.00. Peggy stated that she needs a letter from the Commission authorizing her to apply for the grant. These towers will be equipped for cell phone providers. Commissioner Riggelman is working with Shentel in order to install fiber optic.

A Motion was made permitting Peggy Alt to apply for a grant in order to assist with the new towers, and allowing Peggy Alt to be the contact person. **MOTION: Miley / unanimously approved**

c) Jim Reel, Parks & Recreation Director, to discuss a donation for building at Mt. Storm Community Center Park.

Mr. Reel stated that they it was decided to use the current building. He stated that it will need to be moved to another location. The pavement will be finished in the near future.

The flower bed at the Health Department has not been used. The Girl Scouts are going to plant scrubs in the flower bed. Mr. Reel would like to have a plaque made, and the Girl Scout gave them the information they would like on the plaque.

The two parking lots at Welton Park and Michael Field need to have the lines painted.

There has been work done at the tennis courts as well. The fence will need to be repaired/replaced.

d) Bobby Funk, Grant County Ambulance Director, to discuss hiring employees. Bobby Funk stated that he would like to hire Charlene Roy as a part-time paramedic; Sheila Marsh as a part-time paramedic; Bobby David as a full-time paramedic. He stated that Todd Turner, Travis Park and Sammie Long are leaving and would like to be placed on part-time status.

A Motion was made to approve the hiring/changing status of the above employees.

MOTION: Riggleman / unanimously approved

e) Assessor, Keith Martin, to discuss contracts & personnel.

Keith Martin, Assessor appeared before the Commission. A Motion was made to enter into executive session pursuant to WV Code 6-9a-4. **MOTION: Berg / unanimously approved**

A Motion was made to exit executive session with no action taken. **MOTION: Riggleman / unanimously approved.**

6. Correspondence

- a) Letter from WV Department of Transportation in reference to a virtual public workshop for the public to review information and provide input on the 2023-2028 Statewide Transportation Improvement Program.
- b) Sheriff's Monthly Settlement dated May 31, 2022.
- c) Grant Memorial Hospital April 2022 ER Transfers.
- d) Minutes of the Grant County PSD Regular Board Meeting dated May 12, 2022.
- e) Minutes of the Grant County PSD Regular Board Meeting dated May 25, 2022.
- f) Minutes of the Regular Session Board Meeting of the Mt. Top PSD dated April 21, 2022.
- g) Letter from WVU Institute for Policy Research and Public Affairs informing what the Institute can provide to the county.
- h) Letter from WV State Auditor's Office in reference to Senate Bill No. 172.

7. Unfinished Business

8. New Business

a) Consideration for signature an agreement with Shentel Communications LLC for the Gigaready grant application.

This matter will need to be tabled since the agreement is not ready for signing. A Motion was made to table this agenda item. **Motion: Riggleman / unanimously approved**

b) Consideration for signature WVCoRP Member Agreement.

A Motion was made to approve the signing of the WVCoRP Member Agreement. **Motion: Berg /unanimously approved**

9. Reports from Elected Officials

There were no reports from elected officials.

10. Reports from County Commissioners

Commissioner Riggleman stated he had the following the report to the Commission: Commissioner Riggleman attended the WV Dept. of Agriculture dinner; almost ready to sign the agreement with Shentel; had a call with Micro Logic regarding fiber optic; Asst. Prosecutor is reviewing paperwork for American Tower; T Mobile has been contacted and is somewhat interested in the Mt. Top towers; Landes Art Center is interested in doing some fob keys and security cameras; Colin Sherman has been helpful to the Commission; Terry Bennett from the DOH has been helpful with some issues; Kim Secrist contacted Commissioner Riggleman to inform him that a water pipe was busted when sign was installed downtown.

Parks & Recreation Department have been doing some work around Michael Field. Commissioner Miley stated that he would like to contact Region 8 and inquire about having some people to do some work around the fields as well.

Commissioner Miley stated he was anxious to complete the track at Mt. Storm.

The merger with WVU is still in the process at GMH.

Commissioner Miley stated he would like to meet with the City and Roy Hedrick and get the matter with the property lines at the levy resolved.

Commissioner Riggleman stated that there was security training. It was discussed that there should be some active shooter training.

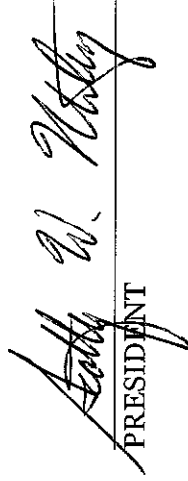
Commissioner Miley suggested sending a letter to the Petersburg High School softball team congratulating them on being first runner-up at the State Softball Tournament.

11. Approval of Expenses to be Considered for Payment (bills paid or to be paid, the invoices are available for public review by contacting the Grant County Clerk, 5 Highland Avenue, Petersburg, WV 26847, (304)257-4550)

A Motion was made to approve the expenses. **MOTION: Berg / unanimously approved**

12. Adjourn

A Motion was made to adjourn. **MOTION: Riggleman / unanimously approved**


PRESIDENT

ATTEST:

June 28, 2022
DATE APPROVED


CLERK OF THE COUNTY COMMISSION

IN THE COUNTY COMMISSION OF GRANT COUNTY, WEST VIRGINIA

The Grant County Commission hereby orders the following actions taken by the Grant County Clerk, Seymour V. Fisher, in vacation of the County Commission be approved:

1. Wills Lodged in the Clerk's Office:

None

2. Wills Admitted to Probate:

Dennis P. Zaffran
Thomas J. Henninger
Mamie B. Ratcliff
Ruby Kline Allison

3. Qualification Orders Granted in the Following Estates:

Estate

Dennis P. Zaffran
Brenda Yvonne Brewer
Thomas J. Henninger
Mamie B. Ratcliff
Ruby Kline Allison
Rose Ann Arbogast
Gary Riggleman
Jason Kimble

Person Qualifying:

James Paul Geary, II, Administrator CTA
Joshua Adam Brewer, Executor
Nathan J. Henninger, Executor
Jason W. Ratcliff, Executor
Linda Robyn Kline Evans, Executrix
Ronnie Arbogast, Administrator
Amy Riggleman, Administratrix
Dennis & Lisa Kimble, Co-Administrators

4. Ancillary Administrations Granted for the following Decedents:

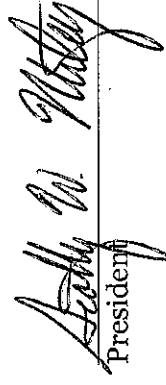
None

5. Small Estate Certificates and Authorizations Granted in the Following Estates:

Estate

None

Person Qualifying:Approved this the 14th day of June, 2022.


President

State of West Virginia
 County of Grant
 5 Highland Avenue
 Petersburg, WV 26847

To the Honorable, the County of Grant County, WV

I, **Keith W. Martin**, Assessor hereby makes application for the correction of an erroneous assessment against to **Rohrbaugh, Mary S.** in **Grant District** amounting to \$ **267.99 p h, Class III** being taxes for the year of **2022** on **map 388, parcel 85** valued at **66,780** for the following reason:

The taxpayer has been paying Class 3 taxes and lives on the property. Exonerate tax class per the Assessor's Office error.

Upon application of a taxpayer who is aggrieved by an erroneous assessment. The Prosecuting Attorney having had reasonable notice Of the intentions and character of the corrections desired in said application, and being present and defending the interest of the State, County, District and the Court having heard the evidence, it is ordered That said the applicants are exonerated from the payment of taxes for the year, if same has not been paid and if paid, the Sheriff refund the same, the court being of opinion that: **Ticket Number: 2581**

Exonerate: Value: 66,780 Taxes: \$ 267.99 p h Class III
Pay On: Value: 66,780 Taxes: \$ 267.99 p h Class II

The Clerk is directed to furnish a copy of this order, which, when properly endorsed, shall be a voucher for the Sheriff in his settlement.

Signature on File 6/08/22

Taxpayer Date

Keith W. Martin 6/08/22

Assessor Date

John H. Jones 6/9/22

Prosecuting Attorney Date

Andy W. Petty 6/14/2022

President Date

State of West Virginia
County of Grant
5 Highland Avenue
Petersburg, WV 26847

To the Honorable, the County of Grant County, WV

I, **Keith W. Martin**, Assessor hereby makes application for the correction of an erroneous assessment against **Salvadori, Cynthia A.** in **Grant Corp.** amounting to **\$ 18.90 p h Class 3 & 50.57 p h Class 3** being taxes for the year of **2021** on **Personal Property no: 20150058** valued at **6,300** for the following reason:

Taxpayer and husband divorced and request a split tax bill to reflect the vehicles owned awarded in the divorce.

Upon application of a taxpayer who is aggrieved by an erroneous assessment. The Prosecuting Attorney having had reasonable notice Of the intentions and character of the corrections desired in said application, and being present and defending the interest of the State, County, District and the Court having heard the evidence, it is ordered That said the applicants are exonerated from the payment of taxes for the year, if same has not been paid and if paid, the Sheriff refund the same, the court being of opinion that: **Ticket: 301168**

Ticket A:

Salvadori, Cynthia A.
262 Juniper Lane
Petersburg, WV 26847
07 Ford Expl
Value: 2,355 Taxes: \$ 18.90
p h, Class 3

Ticket B:

Salvadori, Wayne
262 Juniper Lane
Petersburg, WV 26847
85 Dodg D-1 & 95 Chev M-326
Value: 6,300 Taxes: \$ 50.57
p h, Class 3

The Clerk is directed to furnish a copy of this order, which, when properly endorsed, shall be a voucher for the Sheriff in his settlement.

Signature on File 6/6/22

Taxpayer Date

Keith W. Martin 6/6/22
Assessor Date

Tom D. Lewis 6/6/22
Prosecuting Attorney Date

Andy W. Patten 6/14/2022
President Date

State of West Virginia
 County of Grant
 5 Highland Avenue
 Petersburg, WV 26847

To the Honorable, the County of Grant County, WV

I, **Keith W. Martin, Assessor** hereby makes application for the correction of an erroneous assessment against to **Harman's North Fork Cottages LLC** in **Milroy District** amounting to \$ **99.68 p h, Class III** being taxes for the year of **2022** on **map 465, parcel 11** valued at **12,420** for the following reason:

The taxpayer was double assessed on cabin on real property that is assessed on another tract of land.

Upon application of a taxpayer who is aggrieved by an erroneous assessment. The Prosecuting Attorney having had reasonable notice Of the intentions and character of the corrections desired in said application, and being present and defending the interest of the State, County, District and the Court having heard the evidence, it is ordered That said the applicants are exonerated from the payment of taxes for the year, if same has not been paid and if paid, the Sheriff refund the same, the court being of opinion that: **Ticket Number: 4557**

Exonerate: Value: 12,420 Taxes: \$ 99.68 p h Class III
Pay On: Value: 10,560 Taxes: \$ 84.76 p h Class III

The Clerk is directed to furnish a copy of this order, which, when properly endorsed, shall be a voucher for the Sheriff in his settlement.

Signature on File 6/01/22

Taxpayer

Date

Keith W. Martin 6/01/22

Assessor

Date

John S. New 6/14/22

Prosecuting Attorney

Date

Arthy W. Matley 06/14/2022

President

Date

State of West Virginia
 County of Grant
 5 Highland Avenue
 Petersburg, WV 26847

To the Honorable, the County of Grant County, WV

I, **Keith W. Martin, Assessor** hereby makes application for the correction of an erroneous assessment against to **Harman's North Fork Cottages LLC** in **Milroy District** amounting to \$ **97.04 p h, Class II** being taxes for the year of **2022** on **map 465, parcel 12.2** valued at **24,180** for the following reason:

The taxpayer was double assessed on cabin on real property that is assessed on another tract of land.

Upon application of a taxpayer who is aggrieved by an erroneous assessment. The Prosecuting Attorney having had reasonable notice Of the intentions and character of the corrections desired in said application, and being present and defending the interest of the State, County, District and the Court having heard the evidence, it is ordered That said the applicants are exonerated from the payment of taxes for the year, if same has not been paid and if paid, the Sheriff refund the same, the court being of opinion that: **Ticket Number: 4559**

Exonerate: Value: 24,180 Taxes: \$ 97.04 p h Class II
Pay On: Value: 960 Taxes: \$ 3.85 p h Class II

The Clerk is directed to furnish a copy of this order, which, when properly endorsed, shall be a voucher for the Sheriff in his settlement.

Signature on File 6/01/22
 Taxpayer Date

Keith W. Martin 6/01/22
 Assessor Date

[Signature] 6/8/22
 Prosecuting Attorney Date
[Signature] 06/14/2022
 President Date

State of West Virginia
 County of Grant
 5 Highland Avenue
 Petersburg, WV 26847

To the Honorable, the County of Grant County, WV

I, **Keith W. Martin, Assessor** hereby makes application for the correction of an erroneous assessment against to **Harman, Penny Lynn** in **Mitroy District** amounting to \$ **518.64 p h, Class III** being taxes for the year of **2022** on **map 465, parcel 13.1** valued at **64,620** for the following reason:

The taxpayer was double assessed on cabin on real property that is assessed on another tract of land.

Upon application of a taxpayer who is aggrieved by an erroneous assessment. The Prosecuting Attorney having had reasonable notice Of the intentions and character of the corrections desired in said application, and being present and defending the interest of the State, County, District and the Court having heard the evidence, it is ordered That said the applicants are exonerated from the payment of taxes for the year, if same has not been paid and if paid, the Sheriff refund the same, the court being of opinion that: **Ticket Number: 4526**

Exonerate: Value: 64,620 Taxes: \$ 518.64 p h Class III
Pay On: Value: 33,120 Taxes: \$ 265.82 p h Class III

The Clerk is directed to furnish a copy of this order, which, when properly endorsed, shall be a voucher for the Sheriff in his settlement.

Signature on File 6/01/22
 Taxpayer Date

Keith W. Martin 6/01/22
 Assessor Date

Robert L. Beck 6/8/22
 Prosecuting Attorney Date
Scotty W. Phelan 06/14/2022
 President Date

State of West Virginia
 County of Grant
 5 Highland Avenue
 Petersburg, WV 26847

To the Honorable, the County of Grant County, WV

I, **Keith W. Martin**, Assessor hereby makes application for the correction of an erroneous assessment against to **Barr, Ashton G.** in **Grant District** amounting to \$ **288.69 p h**, **Class III** being taxes for the year of **2022** on **map 348, parcel 57** valued at **71,940** for the following reason:

The taxpayer filed the classification and sales confirmation questionnaire and reported owner occupied home site and the transfer clerk marked Class II on letter but tax bill taxed as Class III.

Upon application of a taxpayer who is aggrieved by an erroneous assessment. The Prosecuting Attorney having had reasonable notice Of the intentions and character of the corrections desired in said application, and being present and defending the interest of the State, County, District and the Court having heard the evidence, it is ordered That said the applicants are exonerated from the payment of taxes for the year, if same has not been paid and if paid, the Sheriff refund the same, the court being of opinion that: **Ticket Number: 681**

Exonerate: Value: 71,940 Taxes: \$ 288.69 p h Class III
Pay On: Value: 71,940 Taxes: \$ 288.70 p h Class II

The Clerk is directed to furnish a copy of this order, which, when properly endorsed, shall be a voucher for the Sheriff in his settlement.

Signature on File 6/01/22
 Taxpayer Date

Keith W. Martin 6/01/22
 Assessor Date

John D. Lewis 4/5/22
 Prosecuting Attorney Date

Ashton G. Barr 06/11/2022
 President Date

State of West Virginia
County of Grant
5 Highland Avenue
Petersburg, WV 26847

To the Honorable, the County of Grant County, WV

I, **Keith W. Martin, Assessor** hereby makes application for the correction of an erroneous assessment against to **Sites, Lysle R. & Phyllis J. in Milroy District** amounting to \$ **67.66 p h, Class II** being taxes for the year of **2022** on **map 490, parcel 9** valued at **16,860** for the following reason:

The taxpayer is assessed on real property that was included in a previous sub-division.

Upon application of a taxpayer who is aggrieved by an erroneous assessment. The Prosecuting Attorney having had reasonable notice Of the intentions and character of the corrections desired in said application, and being present and defending the interest of the State, County, District and the Court having heard the evidence, it is ordered That said the applicants are exonerated from the payment of taxes for the year, if same has not been paid and if paid, the Sheriff refund the same, the court being of opinion that: **Ticket Number: 6565**

Exonerate: Value: 16,860 Taxes: \$ 67.66 p h Class II

The Clerk is directed to furnish a copy of this order, which, when properly endorsed, shall be a voucher for the Sheriff in his settlement.

Michelle Sites 6/01/22
Taxpayer Date

Keith W. Martin 6/01/22
Assessor Date

Robert A. Shue 6/8/22
Prosecuting Attorney Date
Scotty W. Phibby 06/14/2022
President Date

State of West Virginia
 County of Grant
 5 Highland Avenue
 Petersburg, WV 26847

To the Honorable, the County of Grant County, WV

I, **Keith W. Martin**, Assessor hereby makes application for the correction of an erroneous assessment against to **Suthard, James S.** in **Grant District** amounting to \$ **141.10 p h**, **Class III** being taxes for the year of **2022** on **map 388, parcel 45** valued at **35,160** for the following reason:

The taxpayer has been paying Class 3 taxes and lives on the property. Exonerate tax class per the Assessor's Office error.

Upon application of a taxpayer who is aggrieved by an erroneous assessment. The Prosecuting Attorney having had reasonable notice Of the intentions and character of the corrections desired in said application, and being present and defending the interest of the State, County, District and the Court having heard the evidence, it is ordered That said the applicants are exonerated from the payment of taxes for the year, if same has not been paid and if paid, the Sheriff refund the same, the court being of opinion that: **Ticket Number: 2847**

Exonerate: Value: 35,160 Taxes: \$ 141.10 p h Class III
Pay On: Value: 35, 120 Taxes: \$ 141.10 p h Class II

The Clerk is directed to furnish a copy of this order, which, when properly endorsed, shall be a voucher for the Sheriff in his settlement.

Signature on File 6/01/22
 Taxpayer Date

Keith W. Martin 6/01/22
 Assessor Date

John J. Duma 6/8/22
 Prosecuting Attorney Date

Arthur W. Potts 6/14/2022
 President Date