

**WEST VIRGINIA:**

At a regular meeting of the Raleigh County Commission held on the 7th day of December, 2021 in the Commission Courtroom and per conference call thereof:

**CALL TO ORDER**

President Dave Tolliver called the meeting to Order.

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**ROLL CALL**

Present: David Tolliver, President  
Linda K. Epling, Commissioner  
Greg Duckworth, Commissioner  
Carl Roop, County Attorney – Absent  
Jay Quesenberry, County Administrator  
Billy Michael, Assistant County Administrator

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**INVOCATION AND PLEDGE OF ALLEGIANCE**

Meeting was opened with the invocation by Evangelist Scott Pauley of Beckley and the recitation of the Pledge of Allegiance.

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**NEW BUSINESS**

**EXONERATIONS**

Commissioner Epling made a motion to approve 1 exoneration, 8 cancellations and 0 refunds for personal property; and 3 exoneration, 0 cancellations and 0 letters of correction for real property as presented today. Motion was seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT A)

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**BUDGET REVISIONS**

A motion was made by Commissioner Epling to approve the budget revision for the Cost of Living Adjustment. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT B)

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## COLA RAISE

A motion was made by Commissioner Epling to approve the Cost of Living Adjustment for each full-time County Employee in the amount of 4.2 % of their annual income. The motion was seconded by Commissioner Duckworth and motion carried unanimously.

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## RALEIGH COUNTY EOC ANNUAL UPDATE

Richard Filipek updated the Commission on various operations and dispatch call activity to the 911 Center for traffic stops, animal control, EMS and fire. He informed the Commission the Emergency Management is still working with the Health Department and Disaster Exercises were held at the Raleigh County Memorial Airport.

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## APPROVAL OF INCOME SURVEY STUDY FOR THE HARPER ECCLES SEWER EXTENSION PROJECT BY GARY HALL FOR \$13,125.00

A motion was made by Commissioner Epling to approve the Income Survey Study for the Harper Eccles Sewer Extension Project Contract with Gary R. Hall. The maximum of the contract is \$13,125.00. The motion was seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT C)

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## APPROVAL OF RESOLUTION OF GRANT APPLICATION TO THE APPALACHIAN REGIONAL COMMISSION TO REQUEST GRANT FUNDING FOR THE COOL RIDGE FLAT TOP PSD – ELLISON RIDGE WATER EXTENSION PROJECT

Commissioner Epling moved to approve submitting an application to the Appalachian Regional Commission to request ARC grant funding for the Cool Ridge Flat Top PSD – Ellison Ridge Water Extension Project. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT D)

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## FAMILY COURT MEMORANDUM OF UNDERSTANDING 2021-2026 FISCAL YEARS

A motion was made by Commissioner Epling to approve the Memorandum of Understanding for the 2021-2026 Fiscal Years for rent payment for the Family Court facilities. The motion was seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT E)

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## APPROVAL OF RESOLUTION OF GRANT APPLICATION TO THE APPALACHIAN REGIONAL COMMISSION TO REQUEST ARC GRANT FUNDING FOR THE CLEAR FORK RAIL TRAIL PHASE II PROJECT

Commissioner Epling moved to approve submitting an application to the Appalachian Regional Commission to request ARC grant funding for the Clear Fork Trail Phase II Project. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT F)

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**APPROVAL OF RIGHT OF ENTRY AGREEMENT BETWEEN THE RALEIGH COUNTY COMMISSION AND WV DEP OR THEIR CONTRACTOR TO ENTER ONTO THE CLEAR FORK RAIL TRAIL PROPERTY TO PREPARE A PHASE I ENVIRONMENTAL ASSESSMENT**

Commissioner Epling moved to approve the Right of Entry Agreement with this Commission and WV Department of Environmental Protection or their contractor for the Clear Fork Rail Corridor Project. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT G)

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**OPEN BIDS TO PURCHASE ACCESSORY EQUIPMENT FOR SHERIFF'S POLICE VEHICLES**

The following 2 bids were received to purchase accessory equipment for the Sheriff's vehicles:

1. ESI Electronic Services, \$21,600.70
2. Malamar Inc. \$21,752.50

The bids were referred to Billy Michael for review and recommendation.

Billy Michael recommended accepting the bid of ESI Electronic Services, a company from Charleston, WV. Commissioner Duckworth moved to accept the bid of Malamar Inc., a Raleigh County company. Commissioner Duckworth stated he prefers to use the local company. Jason Redden, Raleigh County Deputy Sheriff spoke against using Malamar Inc. and Sheriff VanMeter supported Deputy Redden's opinion. Commissioner Tolliver seconded the motion. The motion passed with Commissioners Tolliver and Duckworth voting in favor of Malamar Inc. and Commissioner Epling voting against Malamar Inc.

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**RALEIGH SOLAR PROJECT DECOMMISSIONING AGREEMENT**

Continued until next meeting

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**RESOLUTION OF PARTICIPATION AND COOPERATION WITH NEW RIVER GORGE REGIONAL DEVELOPMENT AUTHORITY**

Commissioner Epling moved to approve the Resolution of Participation and Cooperation with the New River Gorge Regional Development Authority. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT H)

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**APPROVAL OF DATES FOR THE 2022 BOARD OF REVIEW AND EQUALIZATION HEARINGS**

A motion was made by Commissioner Epling to approve the Board of Review and Equalization Schedule for 2022 as presented. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT I)

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**APPROVAL OF RESOLUTION TO RECOGNIZE SCHOOL CHOICE WEEK IN RALEIGH COUNTY- JANUARY 23-29,2022**

A motion was made by Commissioner Epling to approve the Proclamation recognizing January 23-29, 2022 as the Raleigh County School Choice Week. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT J)

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**APPROVAL OF LEGAL AD FOR REDISTRICTING**

Commissioner Epling moved to approve the Notice to be published as a Class II legal advertisement in the Register-Herald regarding changes in the magisterial districts, precincts and polling place locations for Raleigh County. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT K)

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**OLD BUSINESS**

None

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**PUBLIC PARTICIPATION**

None

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**APPROVAL OF MINUTES**

A motion was made by Commissioner Epling to approve the minutes of the November 2, 2021 meeting of this Commission. The motion was seconded by Commissioner Duckworth and motion carried unanimously.

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**VACATION ORDERS**

Commissioner Epling moved to approve the Vacation Orders from November 16, 2021 to December 6, 2021, inclusive. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT L)

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## FINAL ACCOUNTINGS AND WAIVERS OF FINAL SETTLEMENT

The Objections and Exceptions of the Fiduciary Supervisor (SEE EXHIBIT M), Final Settlements and Accountings of the Clerk (SEE EXHIBIT N), Final Settlements and Accountings of the Fiduciary Supervisor (SEE EXHIBIT O) Certificates of Completion of Ancillary Administration (SEE EXHIBIT P) and Re-Close of the Estate of Claude Bailey Jr (SEE EXHIBIT Q) were read into the Minutes and approved.

A motion was made by Commissioner Epling to amend the list of heirs for the Estate of Wilbur Gene Fitzpatrick to include Ralph Sears. Seconded by Commissioner Duckworth and motion carried unanimously.

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## BILLS, COMMUNICATIONS AND APPOINTMENT

A motion was made by Commissioner Epling to approve the reappointment of John Mandeville to the Shady Spring Public Service District for the term expiring December 31, 2027. Seconded by Commissioner Duckworth and motion carried unanimously. (SEE EXHIBIT R)

A motion was made by Commissioner Epling to approve the reappointment of Steve Zilinski to the Raleigh County Public Service District for the term expiring December 31, 2027. Seconded by Commissioner Duckworth and motion carried unanimously (SEE EXHIBIT S)

A motion was made by Commissioner Epling to approve the reappointment of Todd Robinson to the North Beckley Public Service District for the term expiring December 31, 2027. Seconded by Commissioner Duckworth and motion carried unanimously.

(SEE EXHIBIT T)

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## ADJOURNMENT

A motion was made by Commissioner Epling to adjourn until the next Commission Meeting on December 21, 2021 at 10:00 a.m. Seconded by Commissioner Duckworth and motion carried unanimously.

s/s



David Tolliver  
President

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SCOTT VANMETER, SHERIFF  
History Report

From Year 2001  
Thru Year 2021  
Tax Type Real

From Date 11/11/2021  
Thru Date 12/02/2021  
Date Type Transaction

Type Year	Ticket/Suff	Tax Name1/Tax Name2	Date	First Half	Second Half	Transaction Total
R	2021	57360 SMITH DANNY L	2021/11/18	-399.35	-399.35	-798.70
R	2021	53408 DBA DAN SMITH PROPERTIES	2021/11/22	-272.84	-272.84	-545.68
R	2021	48494 MASSEY SCOTT CHRISTY A	2021/11/24	-278.25	-278.25	-556.50
		DILLARD HANNA S & WILLIAM A		-950.44	-950.44	-1,900.88
		<b>Total For PENDING EXONERATION</b>				

*[Signature]*  
Assessor

*[Signature]*  
Prosecuting Attorney

*[Signature]*  
County Commission

At a regular session of the County Commission of Raleigh County, West Virginia, held at the Courthouse of said County, the County Commission did approve these exonerations on 12-7-21

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5114  
 Fax: 304-340-5090  
 Email: lgs@wvsao.gov

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2021-2022  
 Fund: 01  
 Rev. No. 4  
 Pages: 1 of 1

RALEIGH COUNTY COMMISSION  
 GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **R.D. TOLLIVER**

Phone: **304-255-9115**

Fax: **304-255-9352**

Email: **rtolliver@raleighcounty.com**

215 MAIN STREET

STREET OR PO BOX

BECKLEY

CITY

25801

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,977,209	13,564	396,734	2,594,039
402	County Clerk	1,050,140	29,066		1,079,206
403	Circuit Clerk	1,164,870	35,848		1,200,718
404	Sheriff-Treasurer	697,923	15,502		713,425
405	Prosecuting Attorney	1,569,784	31,004		1,600,788
406	Assessor	933,499	45,537		979,036
411	Fiduciary Supervisor	183,899	5,814		189,713
413	Elections-County Clerk	415,590	7,751		423,341
424	Courthouse	1,260,296	17,903		1,278,199
433	Geographic Information System	100,574	1,938		102,512
436	Rehabilitation of Property	149,144	5,814		154,958
<b>NET INCREASE/(DECREASE) Expenditures</b>					

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div.

Date

AUTHORIZED SIGNATURE OF ENTITY

12/7/21

APPROVAL DATE

**EXPENDITURES (CONT'D)**

RALEIGH COUNTY COMMISSION

LGSD: BR

RALEIGH COUNTY COMMIS: CONTROL NUMBER **2021-2022**

01

4

BUDGET REVISION REQUEST-SUPPLEMENT

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY		REV#
			INCREASE	DECREASE	REVISED AMOUNT
438	Building Inspection	285,348	7,751		293,099
698	Transfers/Reim. (Audit Findings)	293,903	9,689		303,592
700	Sheriff-Law Enforcement	5,207,377	132,733		5,340,110
701	Sheriff-Service of Process	138,398	3,876		142,274
705	Home Confinement	195,356	5,814		201,170
714	Fire Coordinator	75,169	1,938		77,107
717	Central Garage	378,300	3,876		382,176
731	Community Based Corrections Program	605,976	17,440		623,416
813	Litter Control	120,171	3,876		124,047
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures (this page)					186,993





# County Commission of Raleigh County

116 1/2 North Heber Street  
Beckley, West Virginia 25801-4522



At a regular session of the Raleigh County Commission, held on the 7th day of December, 2021, the following order was made and entered:

**SUBJECT:** The revision of the Levy Estimate (Budget) for the County of Raleigh \$396,734 from 01-401 (County Commission); \$13,564 to 01-401 (County Commission); \$29,066 to 01-402 (County Clerk); \$35,848 to 01-403 (Circuit Clerk); \$15,502 to 01-404 (Sheriff-Treasurer); \$31,004 to 01-405 (Prosecuting Attorney); \$45,537 to 01-406 (Assessor); \$5,814 to 01-411 (Fiduciary Supervisor); \$7,751 to 01-413 (Elections-County Clerk); \$17,903 to 01-424 (Courthouse); \$1,938 to 01-433 (Geographic Information System); \$5,814 to 01-436 (Rehabilitation of Property); \$7,751 to 01-438 (Building Inspection); \$9,689 to 01-698 (Transfers/Reim. (Audit Findings); \$132,733 to 01-700 (Sheriff-Law Enforcement); \$3,876 to 01-701 (Sheriff-Service of Process); \$5,814 to 01-705 (Home Confinement); \$1,938 to 01-714 (Fire Coordinator); \$3,876 to 01-717 (Central Garage); \$17,440 to 01-731 (Community Based Corrections Program; \$3,876 to 01-813 (Litter Control).

The following resolution was offered:

**RESOLVED:** That subject to the approval of the State Auditor as ex-officio chief inspector of public offices, the County Commission does hereby direct the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on General Fund budget revision number 4 a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Linda K. Epling duly seconded by Gregory A. Duckworth, the vote thereon was as follows:

Linda K. Epling	Yea
Gregory A. Duckworth	Yea
David L. Tolliver	Yea

Whereupon, David L. Tolliver, declared said resolution duly adopted and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is hereby adopted as so stated above and the President is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for Approval.



**Gary R. Hall**

West Virginia Infrastructure  
Right of Way Agent

142 Wyoming Street Welch, WV 24801-2222  
Office: (304) 436-2575 Cell: (304) 376-9472

November 5, 2021

Raleigh County Commission  
116 1/2 Herbert Street  
Beckley, WV 25801

RE: Income Survey Study for the Harper Eccles Sewer Extension Project.

I am pleased to hear that you have funding available for this project. I have been performing right of way services, acquiring water user agreements and performing income surveys for Southern West Virginia's Public Service Districts for over 8 years. In that time I have worked closely with the staff of Region One Development, multiple engineering firms and the project attorneys.

I have communicated with Mr. Johnson with Region One and he has expressed to me the urgency for the completion of the income survey to move this project.

Bid for service as follows:


Potential of 375 customers.

Income Survey (each)                      \$35.00

Contract Maximum                      \$13,125.00

If these terms are satisfactory please sign and date below and return a copy to my office.

Thank you,

  
Gary R. Hall

Accepted

By: 

Date: 12/7/21



# County Commission of Raleigh County

116 1/2 North Heber Street  
Beckley, West Virginia 25801-4522



## RESOLUTION

**WHEREAS**, the Raleigh County Commission wishes to submit an application to the Appalachian Regional Commission to request ARC grant funding for the Cool Ridge Flat Top PSD – Ellison Ridge Water Extension project; and

**WHEREAS**, the Raleigh County Commission must give assurances that the Appalachian Regional Commission Grant Program regulations related to grant administration, civil rights, and other applicable State and Federal laws will be followed; and

**WHEREAS**, the Raleigh County Commission must designate an official representative to act in connection with the application and execute all necessary documents; and

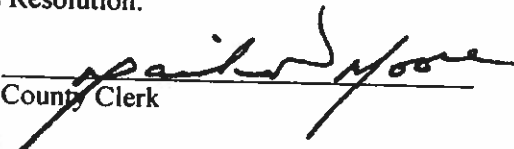
### NOW THEREFORE BE IT RESOLVED THAT:

1. The Raleigh County Commission authorizes the filing of an application with the Appalachian Regional Commission for the Cool Ridge Flat Top PSD – Ellison Ridge Water Extension project.
2. The Raleigh County Commission will comply with all laws and regulations pertaining to the program.
3. David L. Tolliver, President, is designated as the authorized official to act in connection with the application.

  
Commission President

  
Additional Signature and Title

I, Daniel W. Moore, County Clerk, certify that the above is a true copy of a Resolution adopted the 7th day of December, 2021, at a regular meeting of the Raleigh County Commission. I further certify that a quorum was present and voted unanimously for this Resolution.

  
County Clerk

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, by and between the County Commission of Raleigh County, West Virginia ("the Commission"), and the Supreme Court of Appeals of West Virginia ("the Court"), (hereinafter also referenced collectively "the Parties"), memorializes the arrangements essential to establishing and maintaining Family Court facilities in Raleigh County, in accordance with the mandates of West Virginia Code §51-2A-1, *et seq.*

### **1. Family Court Facilities/Premises.**

- 1.1. The Commission acknowledges that it has a duty provide a premises for the Family Court which is adequate for the conduct of the duties required of the Family Court, which conform to standards established by rules promulgated by the Supreme Court of Appeals of West Virginia. In exchange, the Administrative Office of the Supreme Court of Appeals of West Virginia shall pay to the Commission a reasonable amount as rent for the premises furnished by the Commission to the Family Court and his or her staff.
- 1.2. Effective July 1, 2021, and in fulfilment of its obligation under West Virginia Code §51-2A-20, the Commission shall provide facilities/premises for Family Court purposes, as described herein, located at Raleigh County Family Court, Raleigh County Judicial Center, 222 Main Street, Beckley, West Virginia, an approved space of 8,250 square feet.
  - See Exhibit A attached, approved Floor Plan Diagram.
- 1.3. Commencing July 1, 2021, the Commission shall on a monthly basis invoice the Court in care of Sue Troy, Director of Financial Management, Office of Court Administration, Supreme Court of Appeals of West Virginia, 1900 Kanawha Blvd. E., Building 1, Room E-100, Charleston, West Virginia 25305. The monthly invoice shall not exceed Six Thousand One Hundred Eighty-Seven Dollars and Fifty Cents (\$6,187.50), which is equivalent to Nine Dollars (\$9.00) per square foot per annum rate. Within ten (10) days of its receipt of the referenced invoice, the Court shall review the invoice for error and, if the invoice is correct, transmit it to the State Auditor for payment, or, if the invoice is incorrect, return it for correction.
  - See Exhibit B attached, Template Invoice.
- 1.4. The Commission acknowledges that the Court cannot obligate funds beyond the end of the fiscal year and, therefore, the Court can only issue payment for monthly rent incurred in a given fiscal year. If the Court receives invoices after June 30 for a previous fiscal year, the Parties acknowledge that the Court may be unable to pay the invoiced amount.

2. **Term.** The term of this arrangement for the Commission to provide Family Court facilities/premises is as follows:
- 2.1. In accordance with the fiscal year, the initial term of the Family Court arrangement shall be July 1, 2021, through June 30, 2026, after which the term shall automatically renew from July 1, 2026, through June 30, 2031. Thereafter, the term of this arrangement is subject to renewal in single year increments by the written affirmation of the Court between the dates of May 15 and June 15.
  - 2.2. The renewal mechanism described in Paragraph 2.1. shall reflect the Parties' intentions that the terms of the arrangement shall not be subject to ongoing annual negotiation; rather, with the exception of the term, the Parties shall consider the terms, including the rental amount, as fixed. Should the Commission seek to modify or amend the terms and conditions agreed upon herein during the effective term of the arrangement, such modifications or amendments must be agreed upon and executed in writing by the Parties prior to taking effect.
  - 2.3. This arrangement shall terminate automatically by operation of law should the West Virginia Legislature terminate the funding for the Family Court system.
  - 2.4. The Court may terminate this arrangement, with or without cause, with a thirty-day written notice to the Commission, tendered by certified U.S. mail, return receipt requested in care of the address set forth herein.
3. **Parking, Utilities, and Services.** The Commission acknowledges that the provision of adequate and suitable space incorporates the space requirements detailed in Exhibits C and D, as well as parking for Judicial Officers and staff, all utilities, janitorial services, grounds upkeep and maintenance, and similar services essential for daily operation of the Family Court, which the Commission shall provide at its sole expense.
- See Exhibit C attached, Family Court Facility and Security Standards.
  - See Exhibit D attached, attached, Memorandum #08-01, Minimum Family Court Space per Judge.
  - See Exhibit E attached, Janitorial Services for Family Court Offices.
4. **Maintenance and Repairs.** The Commission acknowledges that the provision of adequate and suitable space incorporates its obligation to undertake at its sole expense all repairs and maintenance to the premises. In the event of any such incidents, and/or damage to the premises

during the term, the Commission agrees to promptly repair the underlying issue(s) and restore the premises.

5. **Premises, Floor Plan, Security Plan.** The Court has inspected the Family Court facilities/premises, and the Court is satisfied with the physical condition of the facilities/premises. In the event that the facilities/premises do not conform to the standards established by the Court, it grants provisional approval of the facilities/premises, and the Commission acknowledges that it will work toward compliance with the standards as referenced in Exhibit C and Exhibit D.
6. **Insurance, Indemnification.** The Parties acknowledge that the activities of the Family Court shall be held harmless for any damages, injuries, loss, or liability arising from its activities on the premises, and that these activities are covered by the State Board of Risk and Insurance Management of West Virginia, W. Va. Code §29-12-1. The Commission shall be responsible to maintain a policy of fire, property, and casualty insurance on the premises.
7. **Taxes.** The Commission agrees that it shall be solely responsible for the payment of all real estate taxes and assessments, if any, levied on the premises.
8. **Enjoyment of Premises.** The Parties agree that the Court shall at all times be entitled to exclusive, peaceful, and quiet enjoyment of the Family Court facilities at all times during the herein term, and that the Commission shall be entitled to reasonable inspection of the Family Court facilities upon a reasonable notice to the Court.
9. **Failure to Provide and Maintain Adequate and Suitable Space.** In the event that the Commission fails to meet its obligation to provide and maintain adequate and suitable space

for Family Court, the Court agrees to bring the specific matter(s) to the Commission's attention in accordance with the notice provisions below. The Commission shall therefrom have a ten-day period within which to correct the underlying condition. In the event that the Commission does not correct any defective condition within the ten-day period, the Court shall have the option to correct the condition and deduct the cost from future rental payments.

10. **Ongoing Obligation.** The Commission acknowledges that it has a statutory responsibility to provide adequate and suitable space for Family Court. Further, the Commission acknowledges that the Court must approve in advance any plans for changing, moving, relocating, rehabilitating, renovating, or otherwise modifying any Family Court facilities/premises, and that any such requests for the Court's consideration must be provided pursuant to the notice provisions below.
11. **Binding Terms, Modification.** The Parties pledge that they shall honor the terms set forth in this Memorandum of Understanding and consider them final and binding essentially. The Parties further acknowledge that the Parties may modify this Memorandum of Understanding but that any such modification shall not be effective unless signed by both Parties.
12. **Notice.** Any Notice pursuant to this Memorandum of Understanding shall be tendered by certified U.S. mail, return receipt requested, in care of each party as noted in the signature lines which follow.
13. If circumstances change such that the terms are no longer valid the Parties must update the written documents before any payments can be processed.




FOR THE RALEIGH  
COUNTY COMMISSION,  
By:

FOR THE SUPREME COURT OF  
APPEALS OF WEST VIRGINIA,  
By:

David L. Tolliver  
Print Name

Joseph M. Armstrong

  
Sign Name  
As Its President,

  
Sign Name

116 1/2 Herber Street  
Beckley, WV 25801  
(304) 225-9146  
In Care of ralcom@raleighcounty.com

Administrative Director  
State Capitol, Building 1  
Room E-100  
Charleston, WV 25305  
(304) 340-2914  
Joseph.Armstrong@courtswv.gov

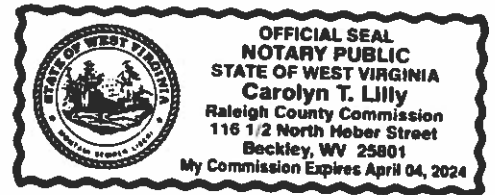
STATE OF WEST VIRGINIA  
COUNTY OF Raleigh, TO-WIT:

I, Carolyn T. Lilly, a Notary Public of said County and State, do hereby certify that David L. Tolliver, who signed the foregoing Memorandum of Understanding on behalf of the County Commission of Raleigh County, West Virginia, a unit of government of the State of West Virginia, in his/her capacity as President of said county commissions, has this day in my said County, before me, acknowledged the said writing to be the act and deed of said governmental branch.

Given under my hand this 7th day of December, 2021.

Carolyn T. Lilly, Notary Public as aforesaid

My Commission Expires: April 4, 2024



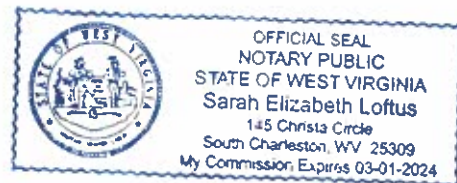
STATE OF WEST VIRGINIA  
COUNTY OF KANAWHA, TO-WIT:

I, Sarah E. Loftus, a Notary Public of said County and State, do hereby certify that Joseph Armstrong, who signed the foregoing Memorandum of Understanding on behalf of the Supreme Court of Appeals of West Virginia, a branch of government of the State of West Virginia, in his capacity as Administrative Director of said branch, has this day in my said County, before me, acknowledged the said writing to be the act and deed of said governmental branch.

Given under my hand this 15th day of October, 2021.

Sarah E. Loftus, Notary Public as aforesaid

My Commission Expires: March 1, 2024



**EXHIBIT B**

INVOICE FOR FAMILY COURT FACILITIES

(Template)

West Virginia County of: \_\_\_\_\_

Invoice Date: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Responsible Party:     The Office of Court Administration  
                              Supreme Court of Appeals of West Virginia  
                              Sue Troy, Director of Financial Management  
                              1900 Kanawha Blvd. East  
                              Building 1, Room E-100  
                              Charleston, WV 25305

Invoice Amount Payable: \_\_\_\_\_

Invoice for provision of Family Court Facilities for the Month of \_\_\_\_\_, 202 \_\_\_\_.

Payable to: \_\_\_\_\_

In the Amount of: \_\_\_\_\_

Please mail Payment to: \_\_\_\_\_

\_\_\_\_\_

## EXHIBIT C

### FAMILY COURT FACILITY AND SECURITY STANDARDS

#### Preamble

Pursuant to W. Va. Code § 51-2A-20, the Supreme Court of Appeals of West Virginia, meeting in Conference on March 27, 2003, adopted the following standards for family court facilities:

It is the responsibility of each county commission to provide premises for the family court which are adequate for the conduct of the duties required of the family court and which conform to standards established by rules promulgated by the Supreme Court of Appeals of West Virginia. W. Va. Code § 51-2A-20.

Court facilities not only should be efficient and comfortable, but also should reflect the independence and importance of our judicial system in their design. It is difficult for our citizens to have respect for the courts and the law, and for those who work in the court, if the court is housed in facilities that detract from its stature. Similarly, it is difficult for court officers and staff to provide high quality customer services in an atmosphere of dignity and respect in inadequate quarters. The Court's mission is that all Court employees treat the public with the highest levels of courtesy and respect.

County commissions should work with the Administrative Office of Courts in planning new, or revising existing, family court facilities. The Administrative Director of Courts must approve family court facility plans before construction or renovation may begin. The county commission shall also ensure that the family court facility meets the standards set by the State Fire Marshal and is in compliance with the Americans with Disabilities Act (ADA). The Court asks that each county commission strive to be in full compliance with these standards within a reasonable period of time.

#### SPECIFIC REQUIREMENTS

1. The judge shall have an individual office. The office shall be located in the courthouse, judicial annex or other court facility within the county, and the office shall have a minimum of 150 square feet. If there is insufficient space in a judicial or other county building, then appropriate space shall be rented in a privately owned building.
2. Each family court secretary/clerk shall have an individual office located adjacent to the family court judge's office with a minimum of 200 square feet. In a non-headquarters county of a multi county family court circuit, it is not essential to include a secretary/clerk's office if the secretary/clerk does not ordinarily work in that county.
3. Each family case coordinator shall have an individual office located adjacent to the family court judge's office with a minimum of 200 square feet. In a non-headquarters county of a multi county family court circuit, it is not essential to include a case coordinator's office if the case coordinator does not ordinarily work in that county.
4. There shall be a hearing room with a minimum of 300 square feet and two separate entrances one of which is located adjacent to the bench. If the circuit court judge and county commission agree, the circuit courtroom facilities may be used as the hearing room.

The hearing room should provide a platform for the family court judge's bench. The eye level of the family court judge should be higher than that of the average standing attorney. Generally, the minimum elevation of the platform for the bench should be 21 inches. The bench should be elevated three risers (18 to 21 inches) in a small or medium-sized courtroom and four risers (24 to 26 inches) in a large courtroom. The bench should be enclosed so that access to the judge is difficult. The bench may be enclosed by having it run the length of the room so that the area behind the bench is accessible only by a separate door, or by enclosing the bench on three sides with the fourth side being a wall. The enclosed bench area should include a doorway that leads into a safe room, (*i.e.*, one that cannot be accessed by the public). The door should be capable of being locked from inside the safe room. The inside wall(s) of the bench should be lined with ballistic (bulletproof) material.

In each courtroom, there should be two separate tables for the parties that face the bench as opposed to one table where the parties face each other.

5. There shall be no less than two, and, if appropriate, more conference rooms, of at least 120 square feet, suitable for attorneys to consult with their clients and opposing counsel in advance of their hearings.

6. The entrance/lobby needs to orient the user to the different functions and operations performed by the court and should serve as the focal point of the office. Appropriate signs and information to direct users to their destination should be located here. Information on court cases should be prominently displayed. There shall be no less than two waiting rooms. Each waiting room must be large enough (200 to 400 square feet) to seat litigants, attorneys and witnesses while they wait for their hearings, and to insure that people are not forced to wait for hearings in hallways, stairwells, other county offices or outdoors. Family court waiting rooms should have cameras, which feed live pictures to closed circuit televisions monitored by local 911 centers.

7. The hearing room and family court offices shall be suitably located for convenient access for members of the public and shall provide adequate restroom facilities. It is recommended that separate restroom facilities for family court judges/staff be provided.

8. All of the family court facilities shall be accessible to persons with disabilities.

## **SECURITY**

9. Security is a major concern for all persons involved in family court proceedings. Special measures must be provided to address the danger inherent in these cases. The location of the family court office in the courthouse, the provision of adequate waiting room space, and the placement of two exits in each hearing room are all-important safety issues.

10. One main entrance should be secured, and everyone entering the building should be screened. If possible, everyone should pass through a metal detector, and all bags and parcels should be screened by x-ray machine. Once in the facility, the public and parties to the case should be limited to public circulation. Family court judges and staff should not operate screening equipment.

11. Persons having business with the family court or other court officials should be required to pass through a reception area before having access to any private or work areas of the building. A physical barrier should be placed between any reception area and private or work areas. The barrier should consist of a wall containing a door or doors, which lock from the private or work area side, and a glass window that has a narrow opening through which papers may pass. The window should also contain a speaker or covered vent through which sound may pass.

12. Assuming that the family court staff offices and courtroom are not freely accessible to the public, each door in the family court office should have a small window placed within it so that a bailiff or other staff person may monitor the safety of the persons using these rooms without entering the rooms.

13. Windows should be covered with blinds, fabric or other opaque materials if it is possible for members of the public to see through the windows inside those rooms.

14. Parking spaces assigned to family court judges and signs, which indicate that the spaces are assigned to a judge or staff, should not mark staff.

15. Family court judges/staff should have a private entrance and be able to get to their offices and hearing rooms by means of a private and secure corridor and circulation system.

16. Panic buttons wired to ring in the nearest 911 office shall be placed in the hearing room in a location convenient to the family court judge, and at the desks of the family court secretary/clerk and family case coordinator. If the area is not served by a 911 center, the panic button should ring into the sheriff's office, or other facility where law enforcement is available at all times. Remote/wireless panic buttons are strongly discouraged because the 911 center cannot know the location of the person pushing the panic button.

17. Pursuant to W. Va. Code § 51-2A-6(d), the family court judge may, when deemed necessary, ask the sheriff to assign a deputy to act as a bailiff during proceedings before the family court judge. The sheriff's office must be prepared to respond promptly when the panic button is pressed and bailiffs are requested.

## EXHIBIT D

### MEMORANDUM #08-01

**TO:** Family Court Judges  
**FROM:** Family Court Services  
**DATE:** July 24, 2017 (REV)  
**RE:** **MINIMUM FAMILY COURT SPACE PER JUDGE**

In March of 2003 the Supreme Court of Appeals adopted the minimum standards for Family Court. The standards are attached for your review. Below is the revived memorandum prepared by Alison Chambers explaining in detail the space requirements.

According to the "Family Court Facility and Security Standards" a headquarters' Family Court facility with one judge must include, at a minimum, the following:

Judge's Office	150 square feet
Courtroom	300 square feet
Case Coordinator's Office <sup>1</sup>	200 square feet
Secretary/Clerk's Office <sup>2</sup>	200 square feet
Two Attorney Conference Rooms	240 total square feet (120 square feet each)
Two Waiting Rooms <sup>3</sup>	400 to 800 total square feet (200 to 400 square feet each)
Two Private Restrooms <sup>4</sup>	
Public Hallways	
Private Circulation Hallways	

**ONE JUDGE TOTAL/Headquarters: 2,220 total office square feet minimum<sup>5</sup>**  
**ONE JUDGE TOTAL/Non-Headquarters: 1,740 total office square feet minimum<sup>6</sup>**

<sup>1</sup> Not required in non-Headquarters' counties.

<sup>2</sup> Not required in non-Headquarters' counties.

<sup>3</sup> Calculations below presume average of 300 square feet per waiting room, or 600 square feet for two waiting rooms.

<sup>4</sup> Presumes two (one male/one female) handicapped-accessible restrooms.

<sup>5</sup> Standard formula presumes that 20% of the net square feet in a facility will be taken up with bathrooms and hallways. Therefore, the net square feet (1,850) x 20% = 370 additional square feet needed for restrooms and hallways. Therefore, the total square feet needed for the office is 850 + 370 = 2,220 square feet.

<sup>6</sup> Net square feet (1,450) x 20% = 290 additional square footage needed for restrooms and hallways. Therefore, the total square feet needed for the office is 1,450 + 290 = 1,740 square feet.

Each additional judge in the office must have:

Judge's Office 150 square feet  
Courtroom 300 square feet  
Case Coordinator's Office<sup>7</sup> 200 square feet  
Secretary/Clerk's Office<sup>8</sup> 200 square feet

**EACH ADDITIONAL JUDGE/headquarters: 1,020 square feet minimum<sup>9</sup>**  
**EACH ADDITIONAL JUDGE/Non-Headquarters: 540 square feet minimum<sup>10</sup>**

For example, Kanawha County is a headquarters' county with four judges. The first judge would need a minimum of 2,220 square feet. Each additional judge would require a minimum of 1,020 square feet. That's 3,060 minimum square feet for three additional judges. Adding those numbers together yields 2,220 (first judge) + 3,060 (3 additional judges) = 5,280 minimum square feet needed for Kanawha County's Family Court facility.

Please note that these measurements do not include other rooms that are often added to family court facilities. Additional rooms include a bailiff's office, a copy room, kitchen space, a children's waiting room, and/or an inmate holding cell.

If you have any questions or concerns, please do not hesitate to call.

Lisa Tackett  
Director of Court Services  
(304) 340-2934  
Lisa.Tackett@courtswv.gov

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<sup>7</sup> Not required in non-Headquarters' counties.

<sup>8</sup> Not required in non-Headquarters' counties.

<sup>9</sup> Net square feet (850) x 20% = 170 additional square feet needed for restrooms and hallways. Therefore, the total square footage needed for the additional judge is 850 + 170 = 1,020 square feet.

<sup>10</sup> Net square feet (450) x 20% = 90 additional square feet needed for restrooms and hallways. Therefore, the total square footage needed for the additional judge is 450 + 90 = 540 square feet.



## EXHIBIT E

### JANITORIAL SERVICES FOR FAMILY COURT FACILITIES

COUNTY: Raleigh

The Landlord/County Commission of Raleigh County ("the Commission"), agrees to provide the Family Court facilities with janitorial services and supplies, on a biweekly basis, (including but not limited to those listed below), on an ongoing basis throughout the term of this arrangement as detailed in the Memorandum of Understanding signed by the Commission and the Office of Court Administration Supreme Court of Appeals of West Virginia.

1. Provide bathroom tissue, soap, and paper towels for each restroom;
2. Vacuum and dust all offices, waiting areas, restrooms, and hearing rooms ;
3. Supply trash receptacles and trash bags
4. Dispose of trash; and
5. Clean all restrooms, including but not limited to, toilets, sinks, and floors.



# County Commission of Raleigh County

116 1/2 North Heber Street  
Beckley, West Virginia 25801-4522



## RESOLUTION

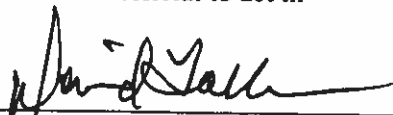
**WHEREAS**, the Raleigh County Commission wishes to submit an application to the Appalachian Regional Commission to request ARC grant funding for the Clear Fork Rail Trail Phase II project; and

**WHEREAS**, the Raleigh County Commission must give assurances that the Appalachian Regional Commission Grant Program regulations related to grant administration, civil rights, and other applicable State and Federal laws will be followed; and

**WHEREAS**, the Raleigh County Commission must designate an official representative to act in connection with the application and execute all necessary documents; and

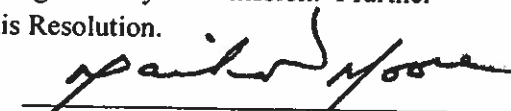
### NOW THEREFORE BE IT RESOLVED THAT:

1. The Raleigh County Commission authorizes the filing of an application with the Appalachian Regional Commission for the Clear Fork Rail Trail Phase II project.
2. The Raleigh County Commission will comply with all laws and regulations pertaining to the program.
3. David L. Tolliver, President, is designated as the authorized official to act in connection with the application.

  
\_\_\_\_\_  
Commission President

  
\_\_\_\_\_  
Additional Signature and Title

I, Daniel W. Moore, County Clerk, certify that the above is a true copy of a Resolution adopted the 7th day of December, 2021, at a regular meeting of the Raleigh County Commission. I further certify that a quorum was present and voted unanimously for this Resolution.

  
\_\_\_\_\_  
County Clerk



**Project Name:** Clear Fork Rail Corridor

Site Assessment  
**RIGHT OF ENTRY AGREEMENT**

THIS AGREEMENT, made and entered into by and between Raleigh County Commission, hereinafter referred to as the party of the first part, and the West Virginia Department of Environmental Protection, hereinafter referred to as the party of the second part;

WHEREAS, the party of the first part is the owner of record of the following described property:

<u>Clear Fork (no street address)</u>	<u>Raleigh</u>	<u>West Virginia</u>
Street Address	County	State
<u>2 - Clear Fork</u>	<u>0002/0060 et. al.</u>	<u>[Deed Book/Page #]</u>
District	Map/Parcel No.	Deed Book/Page No.
<u>Former CSX Rail Corridor, now abandoned (tracks removed)</u>		
Property Description		

WHEREAS, pursuant to W.Va. Code §22-1-6(d)(3), the party of the second part proposes to conduct surveys and inspections of the subject property for environmental protection purposes.

NOW, THEREFORE, and in the spirit of assisting the West Virginia Department of Environmental Protection to protect human health and the environment, the party of the first part hereby grants the party of the second part, its agents, assigns, employees, and/or contractors the right and permission to enter upon the hereinbefore described real estate for the purpose of conducting site assessment activities described hereinafter in Paragraph 2.

The party of the first part grants the aforesaid rights and permission unto the party of the second part subject to the following terms and conditions:

1. Entry and assessment activities, if any, performed by the party of the second part, its agents, assigns, employees, and/or contractors shall be pursuant to the authority vested in the party of the second part by W.Va. Code §22-1-6(d)(3).
2. Site assessment activities to be performed on the aforesaid real estate may consist of the following:

Phase I Environmental Site Assessment


3. The consent and permission to enter and perform said site assessment activities upon the aforesaid real estate is herein voluntarily granted by the party of the first part.
4. The term of this agreement shall be for the length of time necessary for the party of the second part to complete the proposed site assessment and monitoring activities.

5. The party of the first part does not waive any rights which are vested in or conferred upon the party of the first part by virtue of W.Va. Code §22-1-6(d)(3).

IN WITNESS WHEREOF, the parties have executed this agreement on the dates indicated.

**Party of the First Part**

Raleigh County Commission

  
Signature 12/7/21  
Date

Printed Name: David L. Tolliver  
Title: President, Raleigh County Commission  
Address: 116 1/2 N. Heber St.  
Beckley, WV 25801  
Phone: (304) 255-9146  
Email: ralcom@raleighcounty.com

**Party of the Second Part**

West Virginia Department of Environmental Protection

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: Erin Brittain  
Title: Brownfields Program Manager  
Address: 2031 Pleasant Valley Road  
Fairmont, WV 26554  
Phone: 304-926-0499, ext. 30201  
Email: Erin.R.Brittain@wv.gov



# County Commission of Raleigh County

116 1/2 North Heber Street  
Beckley, West Virginia 25801-4522



## RESOLUTION OF PARTICIPATION AND COOPERATION

**WHEREAS**, the governing body of Raleigh County is interested in the economic well-being of its citizenry and the community-at-large; and,

**WHEREAS**, the Raleigh County Commission is prepared to support appropriate efforts within the four county areas to promote economic development; and,

**WHEREAS**, quality education is critically important to the economic vitality of RALEIGH County; and,

**WHEREAS**, **BE IT RESOLVED** by the Raleigh County Commission that our county wishes to participate in the New River Gorge Regional Development Authority, that the leadership of this authority requires a dedicated effort; and,

**BE IT FURTHER RESOLVED**, the New River Gorge Regional Development Authority is the lead economic development authority for Raleigh County.

On motion duly made by Linda K. Epling and seconding by Gregory A. Duckworth, the Commissioners of the Raleigh County Commission, Raleigh County, West Virginia, do hereby approve and authorize the adoption of said Resolution.

Adopted this 7th day of December, 2021.

David D. Tolliver, President

Linda K. Epling, Commissioner

Gregory A. Duckworth, Commissioner

# County Commission of Raleigh County



116 ½ North Heber Street  
Beckley, West Virginia 25801-4522



## BOARD OF REVIEW AND EQUALIZATION SCHEDULE

2022

Friday	January 28th	11:00 AM
Tuesday	February 1st	11:00 AM
Friday	February 4th	11:00 AM
Tuesday	February 8th	11:00 AM
Friday	February 11th	11:00 AM
Tuesday	February 15th	11:00 AM
Friday	February 18th	11:00 AM
Tuesday	February 22nd	11:00 AM Adjourn

David L. Tolliver, President

Linda K. Epling, Commissioner

Gregory A. Duckworth, Commissioner



# County Commission of Raleigh County

116 1/2 North Heber Street  
Beckley, West Virginia 25801-4522



## PROCLAMATION

### RALEIGH COUNTY SCHOOL CHOICE WEEK

**WHEREAS**, all children in RALEIGH County should have access to the highest quality education possible; and,

**WHEREAS**, RALEIGH County recognizes the important role that an effective education plays in preparing all students in RALEIGH County to be successful adults; and,

**WHEREAS**, quality education is critically important to the economic vitality of RALEIGH County; and,

**WHEREAS**, RALEIGH County is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and,

**WHEREAS**, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community, and,

**WHEREAS**, RALEIGH County has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

**WHEREAS**, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

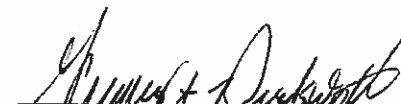
**NOW, THEREFORE**, the RALEIGH COUNTY COMMISSION hereby recognizes January 23 – 29, 2022 as RALEIGH County School Choice Week, and I call this observance to the attention of all of our citizens.

That the Raleigh County Commission hereby stands in support of the "Raleigh County School Week Choice."

**DATED THIS THE 7<sup>th</sup> DAY OF DECEMBER, 2021.**

  
David L. Tolliver  
President

  
Linda K. Epling  
Commissioner

  
Gregory A. Duckworth  
Commissioner

**IN THE COUNTY COMMISSION OF  
RALEIGH COUNTY, WEST VIRGINIA**

The County Commission of Raleigh County, sitting in regular session this 7<sup>th</sup> day of December, 2021, does hereby **ORDER** the Clerk of this Commission to publish the following notice, as a Class II-O legal advertisement, in the Register Herald.

**NOTICE**


Please be advised that on January 4, 2022, the Raleigh County Commission will consider the entry of the necessary Orders regarding changes in the magisterial districts, precincts, and polling place locations for Raleigh County. These changes are being made due to a shift in population in accordance with the most recent Census and the State's approval of the Congressional, Senatorial and House of Delegates Maps. This will be a permanent change effective with the May 10, 2022, Primary Election. Any interested party may appear before the Raleigh County Commission during the regular scheduled meeting on January 4, 2022, at 10:00 a.m., at 116 ½ N. Heber Street, Beckley, West Virginia 25801.

**ENTER** this 7<sup>th</sup> day of December, 2021.

**RALEIGH COUNTY COMMISSION**

  
\_\_\_\_\_  
David L. Tolliver, President

  
\_\_\_\_\_  
Linda K. Epling, Commissioner

  
\_\_\_\_\_  
Gregory A. Duckworth, Commissioner





# County Commission of Raleigh County

116 ½ North Heber Street  
Beckley, West Virginia 25801-4522



December 7, 2021

Mr. Steve Zilinski  
P.O. Box 1  
Ghent, WV 25843

Dear Mr. Zilinski:

We are pleased to inform you that the Raleigh County Commission, at their meeting on December 7, 2021, reappointed you to the Raleigh County Public Service District Board and your new term will expire December 31, 2027.


Your reappointment to the Raleigh County Public Service District Board will not become effective until you take the Official Oath of Office at the Raleigh County Clerk's Office at the Raleigh County Courthouse at 215 Main St., Beckley, WV. The oath needs to be taken within two weeks of the receipt of this letter. If you have any questions, please call the Raleigh County Commission Office at 304-255-9146

We appreciate your past service and continued willingness to serve the citizens of Raleigh County in this manner.

Respectfully,

  
David L. Tolliver, President

  
Linda K. Epling, Commissioner

  
Gregory A. Duckworth, Commissioner

cc: Raleigh County Public Service District  
Becky Fernatt, Raleigh County Deputy Clerk



# County Commission of Raleigh County

116 ½ North Heber Street  
Beckley, West Virginia 25801-4522



December 7, 2021

Mr. John Mandeville  
P.O. Box 412  
Ghent, WV 25843


Dear Mr. Mandeville:

We are pleased to inform you that the Raleigh County Commission, at their meeting on December 7, 2021, reappointed you to the Shady Spring Public Service District Board and your new term will expire December 31, 2027.


Your reappointment to the Shady Spring Public Service District Board will not become effective until you take the Official Oath of Office at the Raleigh County Clerk's Office at the Raleigh County Courthouse at 215 Main St., Beckley, WV. The oath needs to be taken within two weeks of the receipt of this letter. If you have any questions, please call the Raleigh County Commission Office at 304-255-9146

We appreciate your past service and continued willingness to serve the citizens of Raleigh County in this manner.

Respectfully,

  
David L. Tolliver, President

  
Linda K. Epling, Commissioner

  
Gregory A. Duckworth, Commissioner

cc: Shady Spring Public Service District  
Becky Fernatt, Raleigh County Deputy Clerk



# County Commission of Raleigh County

116 ½ North Heber Street  
Beckley, West Virginia 25801-4522



December 7, 2021

Mr. Todd Robinson  
112 Springwood Lane  
Beckley, WV 25801

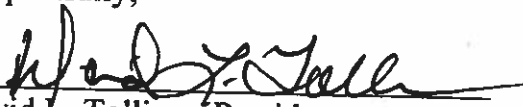
Dear Mr. Robinson:

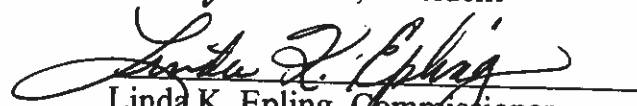
We are pleased to inform you that the Raleigh County Commission, at their meeting on December 7, 2021, reappointed you to the North Beckley Public Service District Board and your new term will expire December 31, 2027.

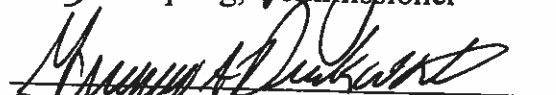
Your reappointment to the North Beckley Public Service District Board will not become effective until you take the Official Oath of Office at the Raleigh County Clerk's Office at the Raleigh County Courthouse at 215 Main St., Beckley, WV. The oath needs to be taken within two weeks of the receipt of this letter. If you have any questions, please call the Raleigh County Commission Office at 304-255-9146

We appreciate your past service and continued willingness to serve the citizens of Raleigh County in this manner.

Respectfully,

  
David L. Tolliver, President

  
Linda K. Epling, Commissioner

  
Gregory A. Duckworth, Commissioner

cc: North Beckley Public Service District  
Becky Fernatt, Raleigh County Deputy Clerk