

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

**MINUTES**  
**PUTNAM COUNTY COMMISSION REGULAR SESSION**  
**September 27, 2018**

**OPENING**

Commissioners Ronald R. Foster and R. Andrew Skidmore were present when the 5:30 p.m. meeting was convened in the Putnam County Commission Chambers by County Clerk Brian Wood. The Pledge of Allegiance followed.

**BRIAN WOOD, COUNTY CLERK**

Commissioner Foster made a motion to table the poll worker pay decision until October 9, 2018. President Skidmore seconded the motion. The motion carried unanimously.

Mr. Wood presented the following documents for the Commissioner's approval and signature:

1. Edit registers and checks

Commissioner Foster made a motion to approve and sign the presented documents. President Skidmore seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

President Skidmore stated that Mayor Melton requested the September 11, 2018 Commission meeting minutes for documentation that his funding request for a bridge was denied. This will enable him to move forward to the next step. President Skidmore confirmed with County Attorney Larry Frye that if we approve the minutes then we could amend them if Commissioner Andes has changes. Commissioner Foster explained that there is a reason we show up for these meetings and it is so we can participate in them. Commissioner Andes had time to request changes that could have been made prior to this meeting. Commissioner Foster felt the minutes are an accurate record of what was discussed. Commissioner Foster made a motion to approve the minutes of September 11, 2018. President Skidmore seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

Commissioner Foster made a motion to approve the Erroneous Assessments as presented:

Appalachian Power Company, Robert Joseph &/or Theresa A. Bailey, Patrick D. &/or Nancy C. Baire, Jennifer E. (Flowers) Barker, BLI Rentals LLC, Lias R. & Kevin Johnson Bibbee, Michael &/or Faith Borden, Ashley Bowling, Brandon R. Brother, Donald E. Bryan, Corey L. (Douglas) &/or Samuel Drew Carpenter, Casto Concrete Contractors LLC, David G. Chaffin, two for Susan A. Childers, Angela N. Clay, Glen J. Jr. &/or Tina L. Cook, Andrew W. &/or Amy E. Cottle, Design Development Inc., Norma Jean Fellure, Charles Hall, two for JMN LLC, Roger

L. Jividen et ux, Robert W. &/or Deborah A. Lilly, Nataly Moncayo, Adam &/or Christina Moore, William J. &/or Glenda K. Peters, two for Pilot Thomas Logistics, two for Putnam County EMS, Putnam Garden Greenhouse, Challis Kaye &/or Tommy R. Rials, Kevin R. &/or Melissa Robinson, Anna D. (Donaldson) Shaffer, Ben & Leigh Ann Shirkey, James &/or April Simpson, Sold on Selling Real Estate LLC, Kenneth W. Saunders Sr., Valley Girls, West Teays Realty, Timothy & Silvia Wylie, Glenn or Debra Zeeger, Harry Wayne Vanclief et ux

45 Erroneous Assessments were approved totaling \$14,345.86 in deduction of taxes.

President Skidmore seconded the motion. The motion carried unanimously.

### **COURT ORDERS APPROVED**

Commissioner Foster made a motion to approve and sign the following orders, personnel payroll changes and certifications:

1. An Order to delete from payroll Bobby Bragg, Full-time, EMT, Department 715, effective September 13, 2018 as presented by the Commission Secretary
2. An Order to make a payroll change for Mikyle White, Full-time to Part-time, Telecommunicator, Department 712, \$14.00/hourly, effective August 29, 2018 as presented by the Commission Secretary
3. An Order to add to payroll Josh Warner, Full-time, Deputy, Department 700, \$19.66/hourly, effective October 15, 2018 as presented by the Commission Secretary
4. An Order to Modifying Article 1200.03 – “Detailed Standards for Internal Roadways, Off-Street Parking, and Loading Areas,” in order to allow stones to be utilized as an approved material for “Landscaping” within raised islands; and to allow “RV Parks” to construct areas for loading, parking, internal roadways, and recreational vehicle pads from gravel.
5. An Order to Modifying Article 600 – “C-1 Suburban Commercial District,” in order to allow “Automobile Repair; Including Body and Paint Work” as a special permit use.
6. An Order for a Text Amendment to the Putnam County Subdivision Regulations to modify Article 100.08 – “Sale of Property,” in order to allow a one (1) lot exemption for each phase of development.

President Skidmore seconded the motion. The motion carried unanimously.

### **REMEMBRANCE OF RONNIE MATTHEWS**

President Skidmore and Commissioner Foster shared fond memories of our Circuit Clerk Ronnie Matthews followed by a moment of silence in remembrance of him.

### **BREAST CANCER AWARENESS PROCLAMATION**

Commissioner Foster read aloud a Proclamation designating October 1, 2018 as Putnam County Breast Cancer Awareness Day in recognition of October being National Breast Cancer Awareness Month.

**LISA COPLEY, ACCOUNTANT**

Ms. Copley appeared before the Commission to present the financial statements for Putnam County for the fiscal year ended June 30, 2018. Commissioner Foster asked what the average pension expenses are per year, which Ms. Copley said our contribution for 2018 was \$688,000. The Commissioners requested that Ms. Copley create a graph tracking the total pension liability and separate it out by each individual pension plan from 2009-2018. Commissioner Foster made a motion to approve the financial statements as presented by Ms. Copley. President Skidmore seconded the motion. The motion carried unanimously.

**TERRY MARTIN, RIC**

Commissioner Foster made a motion to approve and authorize the President to sign the request for release of funds for Manila Ridge project as presented by Mr. Martin. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the HUD CDBG Payment Request Number 2 as presented by Mr. Martin. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve the resolution approving the use of Putnam County Commission funds up to \$10,000.00 to be paid for the Manila Ridge Waterline Extension understanding these funds will be repaid once the WV American Water Company Contribution is received after the operations and maintenance agreement is approved by the Public Service Commission of WV and signed by the Putnam County Building Commission as presented by Mr. Martin. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster asked Mr. Martin if he is confident we will have bids in January and he said if we have the O & M agreement. President Skidmore confirmed with Mr. Martin that the Commission is doing everything they can to expedite the project.

**BOARD MEMBER LIST ON WEBSITES OF COUNTY COMMISSION APPOINTED OR FUNDED AGENCIES**

Commissioner Foster was surprised to realize that the Convention and Visitors Bureau along with the Development Authority do not have a board member list on their websites. President Skidmore said we could send a memo requesting the agencies to include a board member list and a short biography of each member on their websites.

Commissioner Foster made a motion to send a memo to request all County Commission funded agencies to include a board member list and a short biography of each member on their websites. President Skidmore seconded the motion. The motion carried unanimously.

## **JEREMY YOUNG, COUNTY MANAGER**

County Manager Jeremy Young appeared before the Commission to present two (2) bids for the Putnam County Courthouse exterior stairwell retaining wall project as follows: 1) DL Martin Construction and Excavating with a bid of \$43,605.00 and an add alternate for \$2,500.00, 2) Danhill Construction Company with a bid of \$51,975.00 and an add alternate for \$2,800.00. Mr. Young stated both bids are over the project budget of \$33,000.00. Mr. Young will have Project Coordinator Tim Hanna to reach out to the funder to determine our options.

Commissioner Foster said to County Attorney Larry Frye that we have addressed to the Ethics Commission that he or his company is not selling anything on county projects, but I was approved to review these things; however, both of these companies do business with us and both of them owe my company money. He believes he needs to give written notice that they may owe his company more than \$1,000.00 before he would proceed and he gave his written notice to Mr. Young.

Commissioner Foster made a motion to table the decision to allow Timothy Smith to determine if the company who gave the initial estimate is one of our bidders and if so how the scope of work has changed and to allow Tim Hanna to contact the funder to determine our options. President Skidmore seconded the motion. The motion carried unanimously.

Mr. Young presented the following orders for approval:

Commissioner Foster made a motion to affirm the County Manager's signature on the Hartford Commercial Surety Application for the Manila Ridge Project Bond as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the Water and Sewer Fund in the amount of \$100.00 payable to Water Manila Ridge Fund to establish a new account for the Manila Ridge Water Project. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the Hotel/Motel Tax Fund to Parks and Recreation Commission in the amount of \$31,500.00, to the Convention and Visitors Bureau in the amount of \$46,500.00, and to the Recreation Enhancement Fund in the amount of \$15,000.00 as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the Spay and Neuter Fund in the amount of \$333.00 payable to Help For Animals for services provided as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

1. An Order to issue a check from the TIF Fund in the amount of \$202,796.81 payable to WesBanco Bank, Inc. Trustee Account – Trustee is to issue debt service payments for Putnam Bonds 2017AB

2. An Order to issue a check from the TIF Fund in the amount of \$268,194.12 payable to Devonshire TIF Account to reflect increments to be collected in fiscal year 2018
3. An Order to issue a check from the TIF Fund in the amount of \$116,147.71 payable to Wolf Creek Contracting Co LLC for work done on the Valley Park Improvement Project for the Putnam County Parks and Recreation Commission
4. An Order to issue a check from the TIF Fund in the amount of \$140,977.12 payable to Wolf Creek Contracting Co LLC for work done on the Valley Park Improvement Project for the Putnam County Parks and Recreation Commission
5. An Order to issue a check from the Putnam County TIF Fund in the amount of \$16,259.51 payable to The Stage Depot for the stage for the Valley Park Community Center Project for the Putnam County Parks and Recreation Commission

Commissioner Foster made a motion to approve the orders as presented. President Skidmore seconded the motion. The motion carried unanimously.

6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,080.00 payable to Thomas M. Lyvers, Sr. for professional services rendered September 10, 2018 to September 21, 2018
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$136.57 payable to Galls
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,245.00 payable to Kimberly Sizemore for professional services rendered August 1, 2018 to August 31, 2018
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,290.00 payable to Kimberly Sizemore for professional services rendered September 1, 2018 to September 30, 2018
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$54.52 payable to Swana Lovejoy for mileage reimbursement
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to C V Management for October 2018 invoice Unit #1
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to C V Management for October 2018 invoice Unit #4
13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$286.94 payable to Sprint
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$757.50 payable to Chris Moles for professional services rendered August 1, 2018 to August 31, 2018

15. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$547.50 payable to Chris Moles for professional services rendered September 1, 2018 to September 30, 2018
16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$136.50 payable to Alere Toxicology Services, Inc. for drug testing
17. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$105.00 payable to Anthony Craigo for professional services rendered July 1, 2018 to July 31, 2018
18. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$105.00 payable to Anthony Craigo for professional services rendered September 1, 2018 to September 30, 2018
19. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$112.28 payable to Track Group for monitoring
20. An Order to issue a check from the Putnam County Community Justice Fund in the amount of \$4,160.00 payable to Pretera Center for mental health services

Commissioner Foster made a motion to approve the orders as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the Requisition for Payment #13 in the amount \$257,124.83 for reimbursement from the Series 2018A Building Commission Lease Revenue Bonds as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

### **ESTATE SETTLEMENTS**

The Fiduciary Supervisor Mr. Frye presented the following documents to the Commission and recommended that they be approved as presented:

**Short Form Settlements:** James Derek Casto, Gregory Alan Davis AKA Gregory Allen Davis, Suzette Christine Harich, Bryan Edward Higginbotham, Douglas Chilton Hodges, Clyde Harold Summers, Olivia A. Turner, Earl Eugene Westfall, Jr.

**Long Form Settlement:** None.

An Order to disburse the sum of \$88.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to reopen the Estate of Clyde Harold Summers and appointing Georgia E. Summers, Executrix, for the sole purpose of amending the appraisal.

An Order to reopen the Estate of Ernest Avender Page, Jr., and appointing Leigh Anne Page

for the sole purpose of amending the appraisal, distributing checks and filing tax returns.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from September 8, 2018 through September 21, 2018.

Commissioner Foster made a motion to approve the documents as presented and authorize the President to sign. President Skidmore seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENTS**

There were none.

### **ADJOURN**

At 6:39 p.m., having no further business, Commissioner Andes made a motion and Commissioner Foster seconded to adjourn the regular session of the County Commission until Tuesday, October 9, 2018 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling  
Secretary