

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
November 13, 2018**

OPENING

Commissioners Stephen A. Andes and R. Andrew Skidmore were present when the 8:30 a.m. meeting convened in the Putnam County Commission Chambers by County Clerk Brian Wood. The Pledge of Allegiance followed.

BRIAN WOOD, COUNTY CLERK

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

1. Edit registers and checks

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

GENERAL BUSINESS

Commissioner Andes made a motion to approve the minutes of September 11, 2018 and October 25, 2018. President Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

American Traditions LLC, Charles L. & Kristie R. Bailey, William A. & Nancy Briscoe, Jackie P. &/or Evelyn E. Craig, Cross Cut Auction, Tina M. & Johnny R. Fergusin, Greeman Pedersen Inc GPI, Sharla Jean Griffith, David R. Harris, Donnie & Courtney Higginbotham, Rodney Johnson, Vernon D. Johnston et al, Robert King, Clifford L. &/or Marcie Landers, Deborah Pack, Travis G. Parsons, Chad Dustin Reed, David M. Jr. &/or Michille L. Shown, Cory S. Sovine, Town of Eleanor Building Commission, Aaron &/or Amber Underwood, Tammy Wehrle, Molly Young, L. T. Kelley, Brad &/or Pamela P. Stacey Zolkoske

25 Erroneous Assessments were approved totaling \$9,188.33 in deduction of taxes.

President Skidmore seconded the motion. The motion carried unanimously.

COURT ORDERS APPROVED

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

1. An Order to delete from payroll Wes Amores, Full-time, Telecommunicator, Department 712, effective October 26, 2018 as presented by the Commission Secretary
2. An Order to add to payroll David Speciale, Part-time, Paramedic, Department 715, \$11.50/hourly, effective November 7, 2018 as presented by the Commission Secretary
3. An Order to make a payroll change for Lesli Forbis, Grant-funded Full-time, Victim Advocate, Department 725, \$16.75/hourly, effective October 1, 2018 as presented by the Commission Secretary

President Skidmore seconded the motion. The motion carried unanimously.

JANET SPRY, U.S. CENSUS BUREAU PARTNERSHIP SPECIALIST

Janet Spry appeared before the Commission requesting they form a Complete Count Committee to increase participation in the 2020 Census. Ms. Spry stated participation is critical because some programs distribute funds based from Census statistics.

FRANK CHAPMAN, OES/911 DIRECTOR

Commissioner Andes made a motion to approve and authorize the President to sign the Homeland Security Grant Applications for the Fire Departments and the Sheriff's Department as presented by Mr. Chapman. President Skidmore seconded the motion. The motion carried unanimously.

Kris Gibson recommended the Heads Up Community App to stay informed on traffic and emergency situations.

PATRICIA USHER, PLANNER

Patricia Usher presented a Text Amendment to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia to change the requirements for Fast Food Restaurant parking in Article 1200 – Parking, Loading, and Internal Roadways, from 1 space for each 50 square feet of floor area to 1 space for each 100 square feet of floor area applied for by Wendschmidt, Inc. dba Wendy's.

Commissioner Andes made a motion to open the public hearing. President Skidmore seconded the motion. The motion carried unanimously.

President Skidmore opened the public hearing and asked for public comments; there were no public comments.

Commissioner Andes made a motion to close the public hearing. President Skidmore seconded the motion. The motion carried unanimously.

The County Commission made the following FINDINGS OF FACT: (1) The text amendment will protect and promote the public health, safety, convenience, moral and general welfare because it makes common sense, (2) convenience, (3) brings more restaurants to the area, and (4) is consistent with the adopted comprehensive plan because it makes things consistent through Putnam County.

Commissioner Andes made a motion to approve the Text Amendment to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia to change the requirements for Fast Food Restaurant parking in Article 1200 – Parking, Loading, and Internal Roadways, from 1 space for each 50 square feet of floor area to 1 space for each 100 square feet of floor area as presented by Ms. Usher. President Skidmore seconded the motion. The motion carried unanimously.

Patricia Usher presented a Text Amendment to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia to change the total sign area for an Electronic Variable Message Sign (EVMS) in Article 1400 – Signs, from seventy-five percent (75%) to one hundred percent (100%) applied for by Kanawha Valley Advertising dba WV Outdoor.

Commissioner Andes made a motion to open the public hearing. President Skidmore seconded the motion. The motion carried unanimously.

President Skidmore opened the public hearing and asked for public comments; there were no comments.

Commissioner Andes made a motion to close the public hearing. President Skidmore seconded the motion. The motion carried unanimously.

The County Commission made the following FINDINGS OF FACT: (1) The text amendment will protect and promote the public health, safety, convenience, moral and general welfare because it meets convenience, (2) makes common sense, and (3) is consistent with the adopted comprehensive plan because it adds growth in the area.

Commissioner Andes made a motion to approve the Text Amendment to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia to change the total sign area for an Electronic Variable Message Sign (EVMS) in Article 1400 – Signs, from seventy-five percent (75%) to one hundred percent (100%) as presented by Ms. Usher. President Skidmore seconded the motion. The motion carried unanimously.

Patricia Usher presented a Text Amendment to modify the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia and the Putnam County Subdivision Regulations in order to change the minimum front yard setback requirements listed in the Zoning Ordinance under Article 600 “C-1” Suburban Commercial District and Article 650 “C-2” High Density Commercial, Property Development Standards; and in the Subdivision Regulations under Table III – Minimum Design Standards, General Provision Non-Residential Developments.

Commissioner Andes made a motion to open the public hearing. President Skidmore seconded the motion. The motion carried unanimously.

President Skidmore opened the public hearing and asked for public comments; there were no public comments.

Commissioner Andes made a motion to close the public hearing. President Skidmore seconded the motion. The motion carried unanimously.

The County Commission made the following FINDINGS OF FACT: (1) The text amendment will protect and promote the public health, safety, convenience, moral and general welfare because it creates convenience, (2) creates future economic development opportunities, and (3) it is consistent with the adopted comprehensive plan because it adds opportunity for economic development.

Commissioner Andes made a motion to approve the Text Amendment to modify the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia and the Putnam County Subdivision Regulations in order to change the minimum front yard setback requirements listed in the Zoning Ordinance under Article 600 "C-1" Suburban Commercial District and Article 650 "C-2" High Density Commercial, Property Development Standards; and in the Subdivision Regulations under Table III – Minimum Design Standards, General Provision Non-Residential Developments as presented by Ms. Usher. President Skidmore seconded the motion. The motion carried unanimously.

TIMOTHY SMITH, PLANNING DIRECTOR

Commissioner Andes made a motion to approve the Resolution for Flood Mitigation Assistance as presented by Mr. Smith. President Skidmore seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Andes made a motion to issue a check from the General County Fund in the amount of \$10,402.40 payable to Town of Bancroft for the Putnam County Recreation Enhancement Fund as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to issue a check from the General County Fund in the amount of \$5,000.00 payable to North Putnam Little League for the Putnam County Recreation Enhancement Fund as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to issue a check from the General County Fund in the amount of \$342,452.00 payable to Nationwide Capital, LLC for Annual Installment #3 and #4 for election equipment purchased using HAVA Grant funds as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to issue a check from the General County Fund in the amount of \$30,901.72 payable to Nationwide Capital, LLC for partial pre-payment on Installment #5 for election equipment purchased using HAVA Grant Funds as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

MARCIE KIMBERLING, EXECUTIVE ASSISTANT

Commissioner Andes made a motion to table setting the meeting dates for Board of Review and Equalization until November 29, 2018. President Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Mr. Young presented the following orders for approval:

Commissioner Andes made a motion to approve a budget revision for the Sheriff's Department Fund #700 for maintenance repair equipment 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 \$8,757.00 payable to Structural Systems, Inc. for materials at the Valley Park Improvement Project for the Putnam County Parks and Recreation Commission
2. An Order to issue a check from the TIF Fund in the amount of \$7,500.00 payable to All Quality LLC for railing installation at the Valley Park Improvement Project for the Putnam County Parks and Recreation Commission

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

1. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$416.00 payable to Thomas M. Lyvers, Sr. for professional services rendered November 1, 2018 to November 2, 2018
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,664.00 payable to Thomas M. Lyvers, Sr. for professional services rendered October 22, 2018 to October 31, 2018
3. An Order to issue a check from the Putnam County Community Justice Fund in the amount of \$2,730.00 payable to Pretera Center for mental health services
4. An Order to issue a check from the Putnam County Community Justice Fund in the amount of \$2,166.00 payable to Pretera Center for mental health services
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$652.50 payable to Chris Moles for professional services rendered October 1, 2018 to October 31, 2018

Commissioner Andes made a motion to approve the orders as presented. 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 Settlement: Joseph H. Carpenter, Louise Dale Ulbrich Chancey, Bertie Deweese, Thomas Landon Easter, Charles Clinton Edwards, Nola Virginia Grady, Toni Lynn Hart, Betty Ruth Henson, Deloris “Dolores” Elaine Higginbotham, Lorna M. Keeling, Marian Price Ledonne, William Platt Lilly, Nancy Hope C. Mullins, Helen Jean O’Daniel, James L. Owens, Sandra Kaye Peters, Mary Lee Potts, Rickey Allen Rutledge, Doshia B. Thompson

Long Form Settlement: James L. Blankenship, Mamie D. Edwards, Rickie Archel Edwards, Freda Jane Hatfield

An Order to disburse the sum of \$105.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$265.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to refer the Estate of Steven Lee Casto to Fiduciary Commissioner, Tim LaFon, for recommendation on a dispute and Petition to Remove Administratrix.

An Order to reappoint Daniel Joseph Stover as Administrator DBN for the Estate of D. M. Daniel Stover due to the resignation of former administrator Richard Persinger II, and to release the bond posted by RLI Insurance for Richard Persinger.

An Order to approve the Partial Settlement Report of Richard Persinger II, Administrator of the Estate of D.M. Daniel Stover.

An Order to reopen the Estate of Jack Eugene Roush and appoint Bonnie L. Roush as Executrix for the sole purpose of asbestosis litigation.

An Order of “Estate Listing” of Actions of Fiduciary Supervisor from October 20, 2018 through November 9, 2018.

Commissioner Andes 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 COMMENT

There were none.

ADJOURN

At 10:08 a.m., having no further business, Commissioner Andes made a motion and President Skidmore seconded to adjourn the regular session of the County Commission until Thursday, November 29, 2018 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary