

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
November 29, 2018**

OPENING

Commissioners Stephen A. Andes, Ronald R. Foster, and R. Andrew Skidmore were present when the 5:30 p.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 Foster made a motion to approve the edit registers and at 5:34 p.m., hearing no objection from any member of the public, Commissioner Foster moved to publicly certify the results of the November 6, 2018 General Election and sign the presented documents. Commissioner Andes seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 5:34 p.m., Commissioner Foster made a motion to enter into executive session with County Clerk Brian Wood to discuss personnel. Commissioner Andes seconded the motion. The motion carried unanimously.

At 5:45 p.m., Commissioner Foster made a motion to enter back into regular session. Commissioner Andes seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Andes made a motion to approve the minutes of November 13, 2018. Commissioner Foster seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Amanda Brubaker, C & T Truck Repair LLC, Kenneth L. &/or Mildred Connett, Dalton Gang General Store LLC, Rebecca Davilla, two for Stephen B &/or Lisa M. (Jeffries) Debord, W. M. HRS Grant, Hurricane Tire Store, John Melvin & Stella Louise Kersey, Lagniappe LLC, LES Filles LLC, two for MGC Inc., Cindy (Harper) Nichols, Jason &/or Shelley Norton, Julia or Lynn Rasmussen, Kevin R &/or Melissa Robinson, J. Scott Paul, two for TMH Primary Care of Winfield

21 Erroneous Assessment was approved totaling \$17,877.77 in deduction of taxes.

Commissioner Andes 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 make a payroll change for Marian Smith, Grant-funded Full-time, Victim Advocate, Department 726, \$38,324/annually, effective October 1, 2018 as presented by the Commission Secretary
2. An Order to delete from payroll Jamie Williams, Full-time, Deputy Clerk, Department 403, effective November 9, 2018 as presented by the Commission Secretary
3. An Order to delete from payroll Tina Skaggs, Part-time, Paramedic, Department 715, effective November 11, 2018 as presented by the Commission Secretary
4. An Order to delete from payroll Kevin Turley, Full-time, Paramedic, Department 715, effective November 28, 2018 as presented by the Commission Secretary
5. An Order to make a payroll change for Savannah Brooks, Full-time, Paramedic, Department 715, effective November 28, 2018 as presented by the Commission Secretary
6. An Order for 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
7. An Order for 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%)
8. An Order for 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 seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 5:49 p.m., Commissioner Foster made a motion to enter into executive session for a board interview with Marnie Edwards for Putnam County Planning Commission. Commissioner Andes seconded the motion. The motion carried unanimously.

At 6:02 p.m., Commissioner Foster made a motion to enter back into regular session. Commissioner Andes seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

George Sizemore appeared before the Commission to make them aware of the need for road repair on Dunlap and Steel Ridge from damage caused by Trans Canada Pipeline work. President Skidmore stated the James H. Caruthers, Jr. Transportation Committee has reported the problem to the Department of Transportation and provided Mr. Sizemore with the Utilities Supervisor Tommy Hively's contact information.

WILL MILLER, PUTNAM COUNTY DEVELOPMENT AUTHORITY'S BUSINESS RETENTION SPECIALISTS

Commissioner Foster made a motion to approve the Local Economic Development Grant Resolution as presented by Mr. Miller. Commissioner Andes seconded the motion. The motion carried unanimously.

DISCUSSION OF MAINTENANCE OF I64 AND LIBERTY SQUARE CULVERT

Planning Director Timothy Smith explained Michael Greenleaf wrote a letter to Putnam County Commission regarding the flooding in Beechwood Estates. Mr. Smith spoke to Mr. Greenleaf about the culvert at I64 and Liberty Square possibly needing to be clean out. Mr. Smith arranged for Ed Smithers from the Department of Transportation to inspect the culverts; however, only Mr. Smith was able to walk both culverts, which had debris ranging from two to four feet that restricts the water flow. Commissioner Foster confirmed no calculations were done to estimate the impact the blocked culverts have on the area, but Mr. Smith said this could be done. Mr. Smith reported the box culverts are 12' under I64, 14' under Liberty Square, and 10' by the Holiday Inn Express and have not been cleaned out since 2010. OES/911 Director Frank Chapman said they worked on the culvert after the last flood. T.J. Summers said they periodically have Jimmy Calhoun inspect their portion and it was fine five years ago. Dave Alvis spoke to Ed Smithers who said he would have to look at the south side of the culvert and it would be a large project with limited access because they widened the on ramp of I64. Mr. Alvis also left a message for Chris Shaffer for an update on the project. Commissioner Foster asked Mr. Summers if they are willing to clean their part if DOH cleans their part and he said he would if it needs to be cleaned. The Commissioners asked Marcie Kimberling to prepare a letter to Mike Hall and copy all parties involved.

MARCIE KIMBERLING, EXECUTIVE ASSISTANT

Commissioner Andes made a motion to make public notice that the Commission shall sit as a Board of Review and Equalization regarding all taxes assessed (personal and real) for the taxable year 2019 as follows:

Friday, February 1, 2019 at 10:00 a.m.
Wednesday, February 6, 2019 at 5:30 p.m.
Tuesday, February 12, 2019 at 1:00 p.m.
Tuesday, February 19, 2019 at 10:00 a.m.

Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve the 2019 Legal Holiday schedule as presented by Mrs. Kimberling. Commissioner Andes seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Mr. Hanna presented the following orders for approval:

Commissioner Foster made a motion to approve the 2020 Census Partnership Resolution as presented by Mr. Hanna. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Foster confirmed with County Attorney Larry Frye that he did not need to recuse himself since Foster Supply does business with D.L. Martin Construction & Excavating Company, Inc.

Commissioner Andes made a motion to issue a check from the General County Fund in the amount of \$43,605.00 payable to D.L. Martin Construction & Excavating Company, Inc. for the CFIA Grant as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the 911 Fund in the amount of \$108,652.00 payable to Zuercher Technologies LLC for 50% of payment for the 911 portion of the Cad software as presented by Mr. Hanna. Commissioner Andes 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 \$194.00 payable to Help For Animals as presented by Mr. Hanna. Commissioner Andes 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 \$2,080.00 payable to Thomas M. Lyvers, Sr. for professional services rendered November 5, 2018 to November 16, 2018
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$289.12 payable to Sprint
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$394.50 payable to Track Group for monitoring

4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$225.00 payable to Alere Toxicology Services, Inc. for drug testing
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,485.00 payable to Kimberly Sizemore for professional services rendered October 1, 2018 to October 31, 2018
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$124.99 payable to Autozone
7. 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 November 2018 invoice Unit #4
8. 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 November 2018 invoice Unit #1
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,512.00 payable to West Virginia Board of Risk and Insurance Management for the quarterly premium due

Commissioner Foster made a motion to approve the orders as presented by Mr. Hanna. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Foster confirmed with County Attorney Larry Frye that he needed to recuse himself because Wolf Creek owes Foster Supply money.

Commissioner Foster recused himself and left Commission Chambers.

Commissioner Andes made a motion to approve and authorize the President to sign Change Order #8 with Wolf Creek for the Valley Park Community Center Project as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

After the Commissioners' discussion with Don Gatewood the Vice President of Wolf Creek Contracting Co. and Brian Hinkle the owner of Cherry River Construction, Commissioner Andes made a motion to table Change Order #9 with Wolf Creek for the Valley Park Improvement Project as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster returned to Commission Chambers.

BOARD APPOINTMENT

Commissioner Foster made a motion to re-appoint Steven Perry to serve on the Putnam County Planning Commission Board, effective February 7, 2018 with a term to expire on February 6, 2021. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to appoint Marnie Edwards to serve on the Putnam County Planning Commission Board, effective February 7, 2019 with a term to expire on February 6, 2022. The motion died for a lack of a second.

Commissioner Foster made a motion to appoint John Dill to serve on the Putnam County Planning Commission Board, effective February 7, 2019 with a term to expire on February 6, 2022. The motion died for a lack of a second.

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 Reginald Adkins, Marvin Eugene Cecil Sr., Lenore Jean Fisher, Freeda Mae Hensley, Natalie Ann Jones, Virginia "K." Lee Mumma, Lloyd W Noffsinger, David Allan Stull, Sr., John Edward Young

Long Form Settlement: Robert Lee Blosser Jr., Frank Edwin McKnight Jr., Bridgett Ashlie Sacks

An Order to disburse the sum of \$134.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to reopen the Estate of John William Affolter and appoint Victoria Sue McCracken as Executrix for the sole purpose of cashing a water settlement check.

An Order to reappoint Walter Gerald "Jerry" Harrison as Executor of the Estate of Walter Ulice Harrison due to the death of former Executrix, Retha Ellen Harrison.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from November 10, 2018 through November 23, 2018.

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

ADJOURN

At 7:33 p.m., having no further business, Commissioner Foster made a motion and Commissioner Andes seconded to adjourn the regular session of the County Commission until Tuesday, December 11, 2018 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary