

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
February 28, 2019**

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 Courtroom 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. Commissioner Skidmore seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Andes made a motion to approve the minutes of February 12, 2019. Commissioner 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 add to payroll Andrew Westwood, Full-time, Paramedic, Department 715, \$13.63/hourly, effective February 19, 2019 as presented by the Commission Secretary
2. An Order to make a payroll change for Zachary Chumbley, Full-time, Paramedic, Department 715, \$13.63/hourly, effective February 24, 2019 as presented by the Commission Secretary
3. An Order to make a payroll change for Jennifer Cornwell, Full-time, Telecommunicator, Department 712, \$14.68/hourly, effective February 24, 2019 as presented by the Commission Secretary
4. An Order to make a payroll change for Kimberly Hunt, Full-time, Telecommunicator, Department 712, \$14.68/hourly, effective February 24, 2019 as presented by the Commission Secretary

5. An Order to add to payroll Jason Perry, Part-time, Telecommunicator, Department 712, \$14.00/hourly, effective February 21, 2019 as presented by the Commission Secretary
6. An Order to add to payroll David Rollins, Part-time, Telecommunicator, Department 712, \$14.00/hourly, effective February 21, 2019 as presented by the Commission Secretary
7. An Order to make a payroll change for Stephanie Smith, Full-time, Chief Deputy Clerk, Department 403, \$21.84/hourly, effective February 24, 2019 as presented by the Commission Secretary
8. An Order to make a payroll change for Cathy Gawthrop, Full-time, Office Assistant, Department 403, \$12.43/hourly, effective February 24, 2019 as presented by the Commission Secretary
9. An Order to make a payroll change for Lisa Debord, Full-time, Office Assistant, Department 403, \$12.43/hourly, effective February 24, 2019 as presented by the Commission Secretary
10. An Order to make a payroll change for Elissa Shell, Full-time, Office Assistant, Department 403, \$12.43/hourly, effective February 24, 2019 as presented by the Commission Secretary
11. An Order to make a payroll change for Angela Witt, Full-time, Deputy Clerk, Department 403, \$11.99/hourly, effective February 24, 2019 as presented by the Commission Secretary
12. An Order to make a payroll change for Destiny Huttenstine, Full-time, Office Assistant, Department 403, \$11.99/hourly, effective February 24, 2019 as presented by the Commission Secretary
13. An Order to make a payroll change for Shayla Davis, Full-time, Deputy Clerk, Department 403, \$11.99/hourly, effective February 24, 2019 as presented by the Commission Secretary
14. An Order to make a payroll change for Candyce Melton, Full-time, Office Assistant, Department 403, \$11.30/hourly, effective February 24, 2019 as presented by the Commission Secretary
15. An Order to make a payroll change for Hannah Saunders, Full-time, Office Assistant, Department 403, \$11.66/hourly, effective February 24, 2019 as presented by the Commission Secretary
16. An Order to make a payroll change for Michelle Garrison, Full-time, Office Assistant, Department 403, \$15.92/hourly, effective February 24, 2019 as presented by the Commission Secretary
17. An Order to delete from payroll Lindsay Murphy, Full-time, Tax Clerk, Department 404, effective February 22, 2019 as presented by the Commission Secretary

18. An Order to add to payroll Christopher Lowe, Part-time, Bailiff, Department 700, \$12.98/hourly, effective February 25, 2019 as presented by the Commission Secretary
19. An Order to appoint Cam Clendenin to serve on the Putnam County Development Authority Board, effective February 28, 2019 with a term to expire on September 30, 2021 as presented by the Commission Secretary
20. An Order to re-appoint Cam Moore to serve on the Putnam County Community Criminal Justice Board, effective September 12, 2018 with a term to expire on December 31, 2021 as presented by the Commission Secretary
21. An Order to remove Ashley Stinnett, 123 Barrington Drive, Scott Depot, WV 25560 from the Putnam County Parks and Recreation Commission, effective February 13, 2019 as presented by the Commission Secretary

Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

Andy Pauley appeared before the Commission to report Panther Lick Road is in need of road and slip repair. Commission Secretary will forward the request to the West Virginia Department of Transportation.

DON GATEWOOD, WOLF CREEK CONTRACTING

Don Gatewood appeared before the Commission to provide a status update for the Valley Park Improvement Project. Mr. Gatewood stated he has an agreement with Valley Gardens to do the bulk of the punch list, which is exterior work. They plan to hydroseed 110,000 square feet and will identify trees and plants that need to be replaced. Mr. Gatewood stated they would begin on Tuesday, March 12, 2019 with most of the items being completed by the end of March.

DAVE GILMORE, GAI

Dave Gilmore with GAI appeared before the Commission to present the Wolf Creek Change Order #10 for the Valley Park Improvement Project dealing with the additional asphalt. Mr. Gilmore stated they determined the additional asphalt was at the entrance when the island was removed. The Commissioners requested that Mr. Gilmore provide details of the median size. Commissioner Foster confirmed with County Attorney Larry Frye that Wolf Creek does not owe his business any money; therefore, he did not need to recuse himself.

Commissioner Skidmore made a motion to table the Wolf Creek Change Order #10 for the Valley Park Improvement Project decision until the March 12, 2019. Commissioner Andes seconded the motion. The motion carried unanimously.

AEP/APC_o COAL COMBUSTION RESIDUALS (CCR) RULE COMPLIANCE UPDATE

President Foster had an annual meeting with John Amos Power Plant and read the following statement: "John Amos continues to comply with requirements of the Coal Combustion Residuals (CCR) Rule. Additional groundwater well sampling & monitoring, required by the CCR rule, has been completed at the bottom ash pond and FGD landfill. Groundwater well testing & monitoring will continue, at the Amos Plant, to comply with EPA & WVDEP requirements. The analysis of groundwater monitoring data collected in 2018 indicates that the bottom ash pond and FGD landfill at Amos Plant are not negatively impacting groundwater quality. AEP/APCo is committed to continuing the required testing and will provide an update to the County Commission on at least an annual basis."

JIM NAGY, TERRADON & TERRY MARTIN, RIC

Jim Nagy and Terry Martin appeared before the Commission to announce there were eight bidders for the Manila Ridge Waterline Extension Project with Stonegate Construction, Inc. being the low bidder. Mr. Nagy reviewed the details of Alternates #1-5.

Commissioner Skidmore made a motion to deduct Alternate #5 from the Manila Ridge Waterline Extension Project. Commissioner Andes seconded the motion. Following a discussion by the Commissioners, Commissioner Skidmore amended his motion to exclude Alternate #5 and accept Alternates #1, #2, #3, and #4 for the Manila Ridge Waterline Extension Project as presented by Mr. Nagy and Mr. Martin. Commissioner Andes seconded the motion. Following a discussion, the motion carried unanimously.

EXECUTIVE SESSION

At 6:22 p.m., Commissioner Andes made a motion to enter into executive session for a board interview with Cam Clendenin for Putnam County Development Authority Board. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 6:34 p.m., Commissioner Andes made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

Mrs. Ranson appeared before the Commission to express her concern that netting at Valley Park has not been installed. Parks and Recreation Director Jarrod Dean reported he met with AEP and is waiting on a response from the correspondence he sent them.

Ms. Rose Gatens appeared before the Commission to see if there are any updates on the road repair for Means Road or Evergreen Road. Commission Secretary forwarded the request to the West Virginia Department of Transportation, but has not received any updates.

EXECUTIVE SESSION

At 6:45 p.m., Commissioner Skidmore made a motion to enter into executive session for a board interview with Cam Moore for Putnam County Community Criminal Justice Board. Commissioner Andes seconded the motion. The motion carried unanimously.

At 6:52 p.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Andes seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Andes made a motion to appoint Cam Clendenin to serve on the Putnam County Development Authority Board, effective February 28, 2019 with a term to expire on September 30, 2021. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Cam Moore to serve on the Putnam County Community Criminal Justice Board, effective September 12, 2018 with a term to expire on December 31, 2021. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BUDGET HEARINGS

Putnam County Convention and Visitors Bureau Director Kelly Dailey appeared before the Commission to report they are on or under budget on all accounts. The hotel/motel tax collection is up. Ms. Dailey reviewed upcoming events.

Putnam County Health Department Administrator Lita Kirk appeared before the Commission to report their projection is close to the current year. Ms. Kirk just learned about a senate budget bill for a small restoration of a cut that health departments took three years ago, which could potentially mean an additional \$25,000. Ms. Kirk said no cases of Hepatitis A have been reported since the first week of December. Commissioner Skidmore commended Lita Kirk, the Health Department, and the EMS for their work on the vaccinations.

EXECUTIVE SESSION

At 7:07 p.m., Commissioner Skidmore made a motion to enter into executive session for a board interview with Glenn Yeager II for Putnam County Planning Commission Board. Commissioner Andes seconded the motion. The motion carried unanimously.

At 7:20 p.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Andes seconded the motion. The motion carried unanimously.

BUDGET HEARINGS

Putnam County Day Report Director Jamey Hunt appeared before the Commission to report minimal changes to his budget. Commissioner Andes feels the fees to Day Report need to be increased, which Mr. Hunt agreed with. Commissioner Foster requested Mr. Hunt provide the amount of uncollected fees by the offenders, so the Commissioners can take the information to the Legislature for collection changes.

Putnam County Library Director Megan Tarbett appeared before the Commission to report they plan to have two staff members at each branch, but no change on their Commission request. Mr. Tarbett has started planning the summer reading program and announced they will have Shakespeare in the Park this year.

GENERATION PUTNAM YOUNG LEADER AWARD RESOLUTION FOR MEGAN TARBETT

The Commission approved and Commissioner Andes read a resolution recognizing Megan Tarbett for receiving the Generation Putnam Young Leader Award.

BUDGET HEARINGS

Putnam County Development Authority Executive Director Drew Dunlap appeared before the Commission to report the Marshall University Research Grant is new on the budget for Will Miller's position. Mr. Miller has increased their business visits, which is beneficial to the Putnam County. Mr. Dunlap said they are requesting the same amount from the Commission.

Putnam County Parks & Recreation Executive Director Jarrod Dean appeared before the Commission to report they have been successful scheduling weddings, conferences, and sporting events at the park. They are working on new partnerships and are concentrating on their sponsorships. Commissioner Foster asked what they are requesting and Mr. Dean stated they are requesting an additional \$40,000.00. Commissioner Foster is disappointed in the number of sponsorships and feels they should be funding themselves. Commissioner Andes said they should generate income, but is unsure if it will be profitable. Commissioner Skidmore recommended the board look at paying down the line of credit with any excess revenue.

AWARD FOR EXEMPLARY EFFORT TO PROMOTE BUSINESS DEVELOPMENT RESOLUTION FOR ASHLEY ALFORD

The Commission approved and Commissioner Andes read a resolution recognizing Ashley Alford for being awarded the Exemplary Effort to Promote Business Development.

JEREMY YOUNG, COUNTY MANAGER

Mr. Young presented the following orders for approval:

Commissioner Skidmore made a motion to donate \$1,000.00 to FFA Rodeo as presented by Mr. Young. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve a budget revision for the Sheriff's Department Fund #700 for maintenance and repair for equipment as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve a budget revision for the Sheriff's Department Fund #701 for employee's overtime as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve a budget revision for the Garage Department Fund #717 for supplies and materials as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to issue a check from the Spay and Neuter Fund in the amount of \$310.00 payable to Help For Animals for services provided as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to issue a check from the 911 Fund in the amount of \$65,191.20 payable to the Zuercher Technologies LLC for 30% of the CAD system as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to issue a check from the TIF Fund in the amount of \$14,613.26 payable to WesBanco Bank, Inc. Trustee for January 2019 TIF Revenue – Trustee is to issue debt service payments Putnam Bonds 2017AB as presented by Mr. Young. Commissioner 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 \$2,080.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for February 11, 2019 to February 22, 2019
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$990.00 payable to Kimberly Sizemore for professional services rendered for January 2019 invoice
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$291.10 payable to Sprint
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,512.00 payable to WV Board of Risk and Insurance Management
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$50.72 payable to WV Correctional Industries
6. 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 March 2019 invoice Unit #4
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 March 2019 invoice Unit #1

Commissioner Andes made a motion to approve the orders as presented. Commissioner 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: Carl Ray Bailey, Rose Catherine Clark, Patricia Kathleen Dedeian, Charles C. Harris, Mary Lou Lackey, Donald Ray Pauley, III, Raymond A. Sowards, James Franklin White,

Chester Clinton Wood

Long Form Settlement: Timothy Michael Chapman, Zilpha Frazier

An Order to disburse the sum of \$123.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from February 9, 2019 through February 22, 2019.

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

ERRONEOUS ASSESSMENTS

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

Richard P. &/or Patricia Adams, Charles R. Barnett, By Grace & Faith LLC, Robert S. &/or Stephanie D. Clagg, Rickey S. Fisher, Giovannis, two for J&K Tires, Harold G. &/or Corrine T. Harris, J Fred & Grandson LLC, Onek LLC DBA Billy Sundays, Jane Moore (Elliott) Pierce, Dwayne A. Sowards, Erin Painter, Bell Engineering Inc., two for Universal Hair Studio, Valley Appraisal Services LLC

18 Erroneous Assessment was approved totaling \$8,373.82 in deduction of taxes.

Commissioner Skidmore seconded the motion. The motion carried unanimously.

ADJOURN

At 8:22 p.m., having no further business, Commissioner Andes made a motion and Commissioner Skidmore seconded to adjourn the regular session of the County Commission until Tuesday, March 12, 2019 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary