

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
March 12, 2019**

OPENING

Commissioners Stephen A. Andes, Ronald R. Foster and R. Andrew Skidmore were present when the 9:00 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
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,281.00 for February 2019 Optical and Dental Benefits

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 28, 2019. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

There were none.

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 Ronald Hayson, Full-time, Data Collector, Department 407, \$10.50/hourly, effective March 18, 2019 as presented by the Commission Secretary
2. An Order to remove Christopher Rotella from the Parks and Recreation Commission Board, effective March 23, 2019 as presented by the Commission Secretary

3. An Order to re-appoint Dr. Jeff Given to serve on the Deputy Sheriff Civil Service Board, effective July 1, 2018 with a term to expire on June 30, 2022 as presented by the Commission Secretary
4. An Order to re-appoint J. Allen Ruebush to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2018 with a term to expire on January 1, 2021 as presented by the Commission Secretary
5. An Order to re-appoint Jared Tully to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2018 with a term to expire on January 1, 2021 as presented by the Commission Secretary
6. An Order to re-appoint Larry Frye to serve on the Putnam County Historic Landmark Board, effective March 29, 2019 with a term to expire on March 28, 2022 as presented by the Commission Secretary
7. An Order to re-appoint Kim Parsons to serve on the Putnam County Solid Waste Authority Board, effective July 1, 2019 with a term to expire on June 30, 2023 as presented by the Commission Secretary

Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

There were none.

MAC WARNER, WV SECRETARY OF STATE

WV Secretary of State Mac Warner presented County Clerk Brian Wood with the Extraordinary Effort to Promote Voter Engagement Award. Brian Wood recognized Regina Zegeer, Jill Burnside, and Marcy Fewell for their excellent work.

2018 MAYO LESTER COMMUNITY SERVICE RESOLUTION FOR JOE HAYNES

The Commission approved and Commissioner Andes read a resolution recognizing R. Joseph Haynes for being named the 2018 Mayo Lester Community Service award from the Putnam County Chamber of Commerce.

BID OPENING – IBM AS/400

County Manager Jeremy Young appeared before the Commission to present one (1) bid for the IBM AS/400 as follows: 1) SIS with a bid of \$62,863.69. Mr. Young recommended having staff review the bid.

Commissioner Andes made a motion to approve SIS for the IBM AS/400 pending staff review as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BUDGET HEARING

Assessor Sherry Hayes appeared before the Commission to report their professional services and aerial photography has increased. Ms. Hayes requested raises for her employees, since they have not had one in three years. Commissioner Foster requested Ms. Hayes to provide the updated information for the TIF Districts.

JIM NAGY, TERRADON

Commissioner Andes made a motion to amend prior motion to eliminate Stonegate Construction's Alternate #1 for the Manila Ridge Waterline Extension Project. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to award the Manila Ridge Waterline Extension Project to Stonegate Construction, Inc. and to accept the base bid and Alternates #2, #3, and #4 as presented by Mr. Nagy. Commissioner Skidmore seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 9:29 a.m., Commissioner Skidmore made a motion to enter into executive session for a board interview with Zach Crede for Putnam County Development Authority Board. Commissioner Andes seconded the motion. The motion carried unanimously.

At 9:37 a.m., Commissioner Andes made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

DAVE GILMORE, GAI

Following a discussion, Commissioner Andes made a motion to approve Wolf Creek Change Order #10 for the Valley Park Improvement Project as presented by Mr. Gilmore. Commissioner Andes rescinded his motion.

Commissioner Andes made a motion to approve and authorize the President to sign Wolf Creek Change Order #10 for the Valley Park Improvement Project as presented by Mr. Gilmore. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BUDGET HEARING

County Clerk Brian Wood appeared before the Commission to report minimal changes to his budget. Mr. Wood discussed warranty options for the election equipment. Mr. Wood also requested his employees be considered for raises.

2018 SUPPLEMENTAL FUNDING FOR THE VOCA GRANT

Commissioner Andes made a motion to approve and authorize the President to sign the Prosecutor's 2018 Supplemental VOCA Grant as presented by Mr. Sorsaia. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BUDGET HEARINGS

Mr. Sorsaia said the violent crimes continue to increase in Putnam County and the Magistrate's caseload has increased by thirty percent in 2018. Mr. Sorsaia's budget has increased less than one percent in the last five years; however, a couple line items increased this year. Mr. Sorsaia is also requesting a pay increase of \$4,500 annually for two consecutive years for Paige Hoffman, Kevin Lawson, Kristina Raynes, and Elizabeth Sunyog.

Circuit Clerk Ronald Stone appeared before the Commission to report they are not asking for an increase in their budget. Mr. Stone is requesting electronic filing, which the Supreme Court will be funding. Commissioner Foster asked how many counties has electronic filing, which Mr. Stone said there are fourteen. Mr. Stone also has plans to apply for a grant to get their current files digitized.

PATRICIA USHER, PLANNER

Patricia Usher appeared before the Commission to present a Zoning Amendment Application submitted by Short Stop Markets Inc. for Rezoning for property located at 3999 Teays Valley Road, Tax Map 223B, Parcel 3.1, Scott Depot, WV to rezone from "C-1" Suburban Commercial District to "C-2" High Density Commercial District.

At 10:27 a.m., Commissioner Skidmore made a motion to open the public hearing. Commissioner Andes seconded the motion. The motion carried unanimously.

President Foster opened the public hearing and asked for public comments; there were none.

At 10:28 a.m., Commissioner Skidmore made a motion to close the public hearing. Commissioner Andes seconded the motion. The motion carried unanimously.

The County Commission made the following FINDINGS OF FACT: (1) The Zoning Amendment Application for Rezoning for property located at 3999 Teays Valley Road, Tax Map 223B, Parcel 3.1, Scott Depot, WV to rezone from "C-1" Suburban Commercial District to "C-2" High Density Commercial District would protect and promote the public health, safety, convenience, moral and general welfare because the County is in need of establishments that provide a variety of entertainment; (2) is consistent with the adopted comprehensive plan because it abides with the proper growth of the area involved.

Commissioner Skidmore made a motion to approve the Zoning Amendment to Rezoning the property located at 3999 Teays Valley Road, Tax Map 223B, Parcel 3.1, Scott Depot, WV to rezone from "C-1" Suburban Commercial District to "C-2" High Density Commercial District as presented by Ms. Usher. Commissioner Andes 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 \$1,154.21 payable to Keith's Kitchens for the Records Management Preservation Board Grant as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve and authorize the President to sign the Reimbursement Request in the amount of \$2,098.00 from the Records Management Preservation Board Grant as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve and authorize the President to sign an Application for the 2019 Court Security Fund Grant Application and approve the Resolution as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Mr. Young presented the following orders for approval:

Mr. Young stated that staff confirmed the SIS bid for the IBM AS/400 does meet the bid specifications.

Commissioner Foster made a motion to approve the baseball field protective netting at Valley Park as presented by Mr. Young. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to table the American Legion request to sponsor eight Putnam County Students to attend Boys State Decision as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BUDGET HEARING

Sheriff Steve Deweese appeared before the Commission to report they have an increase in travel, uniforms, postage, and software updates. The process servers will be required to have a department laptop with their new software. The department is issuing county cell phones to deputies, which will enable them to do reports and background checks in the field. Sheriff Deweese is requesting pay raises for the deputies and requested an additional deputy. Sheriff Deweese requested a full-time position for the Sheriff Tax office or increase the hours for the part-time position. Commissioner Skidmore requested the pay scales for Kanawha and Cabell counties, which Sheriff Deweese informed them Kanawha County is included in their information. Commissioner Andes requested the pay scale for the other Class 1 counties. Sheriff Deweese confirmed he would get the information for the Commissioners.

VOCA GRANT APPLICATION

Sheriff Deweese reported Lesli Forbis began work as a Victim Advocate in 2014 and he has only heard positive comments on both Mrs. Forbis and Sergeant Craigo. Sheriff Deweese recommended the Commissioners to continue to approve the grant. Sergeant Craigo reported Mrs. Forbis provides information to the deputies and is a huge asset to the department as well as the victims.

Commissioner Andes made a motion to approve and authorize the President to sign the Application for the 2019 Sheriff's Department VOCA Grant Application with a 4% increase for

the Victim Advocate as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Andes made a motion to approve a budget revision for the Prosecutor's Office Fund #405 for supplies and materials 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 #705 for uniforms 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 Coal Severance Fund in the amount of \$63,000.00 payable to Putnam County Building Commission Series B Bond Revenue Account, toward Waterworks Revenue Bond payments 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 General School Fund in the amount of \$14,860.00 payable to WV State Auditor's Office for the Magistrate Court 2017 agreed-upon procedures audit costs 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 \$832.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for February 25, 2019 to February 28, 2019
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,248.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for March 1, 2019 to March 8, 2019

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 Settlement: Lucile C. Thompson Dudley, Frank Esterly, Imogene Harvey, Patsy Sue Hill, Darlene Diane Keeton, Coy Deray Musick, Wanda Lee Stover, Charles W. Unglesby

An Order to disburse the sum of \$175.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$97.00 from the Fiduciary Special Fund made payable to

Brian Wood, Clerk, for recording settlements.

An Order confirming the appointment of James Edward Hull as Executor of the Estate of Paul Davis Hull based on the resignation of Paul Richard Hull as Co-Executor.

An Order releasing the bond posted by Dale V. Holsopple in the Estate of Norma McClung Holsopple due to the transfer of the property to Keith A. Holsopple and accepting the bond posted by Keith A. Holsopple.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from February 23, 2019 through March 8, 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.

BOARD APPOINTMENTS

Commissioner Andes made a motion to appoint Dr. Jeff Given to serve on the Deputy Sheriff Civil Service Board, effective July 1, 2018 with a term to expire on June 30, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint J. Allen Ruebush to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2018 with a term to expire on January 1, 2021. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Jared Tully to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2018 with a term to expire on January 1, 2021. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Larry Frye to serve on the Putnam County Historic Landmark Board, effective March 29, 2019 with a term to expire on March 28, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Kim Parsons to serve on the Putnam County Solid Waste Authority Board, effective July 1, 2019 with a term to expire on June 30, 2023. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ADJOURN

At 11:23 a.m., having no further business, Commissioner Andes made a motion and Commissioner Skidmore seconded to adjourn the regular session of the County Commission until Thursday, March 14, 2019 at 8:30 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary