

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
March 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 March 12, 2019. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Meagan Absten, Barry D. &/or Sharron Barfield, two for Kenneth Cart, two for Cold Stone Creamery, Stephen Lee &/or Malisa A. Deweese, three for Ghareeb DDS PC, Amber E. Haney, Codi Hardy, two for Hudson-Gillmor Associates Inc., Paul & Jennifer Insco, Jeffrey D. Kitts, Adam Knight, Franklin Lee &/or Deborah Sue Lawrence, Kathryn (Dayfield) Lett, Krystal Mayville, Lisa or Deborah Sharrow Meadows, Brad Palmer, Sharon S. Powers, four for Tina (Callegari) &/or James Rambo, Daniel E. &/or Karen H. Reveal, Rex O. Sigman, three for Dennie &/or Diana Taylor, Justin Ami Travis, Bosch Becky Vanden, Bradford A. or Jessica L. (Hunter) Wallace, Robert F. &/or Christina L. Yates,

36 Erroneous Assessment was approved totaling \$14,160.68 in deduction of taxes.

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 delete from payroll Robert Beaver, Part-time, Telecommunicator, Department 712, effective March 14, 2019 as presented by the Commission Secretary
2. An Order to delete from payroll Mark Schoolcraft, Part-time, Telecommunicator, Department 712, effective March 14, 2019 as presented by the Commission Secretary
3. An Order to make a payroll change for Molly Bledsoe, Part-time, Telecommunicator, Department 712, effective March 17, 2019 as presented by the Commission Secretary
4. An Order to appoint Dr. Terry Polen to serve on the Putnam County Parks & Recreation Commission Board, effective March 28, 2019 with a term to expire on August 31, 2021 as presented by the Commission Secretary
5. An Order to rescind the appointment of 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
6. An Order approving the Zoning Amendment by Short Stop Markets Inc. for the Zoned Unincorporated Areas of Putnam County, West Virginia to rezone the property at 3999 Teays Valley Road, Scott Depot, WV 25560, Tax Map 223B, Parcel 3.1 from a "C-1" Suburban Commercial District to a "C-2" High Density Commercial District as presented by the Planning Commission

Commissioner Skidmore seconded the motion. The motion carried unanimously.

MARIAN SMITH, VICTIM ADVOCATE

Commissioner Andes made a motion to approve and authorize the President to sign the Community Corrections Grant Application as presented by Mrs. Smith. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve and authorize the President to sign the Application for the 2019 VOCA Grant Application for the Prosecutor with a 4% increase for the Victim Advocate as presented by Mrs. Smith. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JIM NAGY, TERRADON & TERRY MARTIN, RIC

Commissioner Andes made a motion to approve and authorize the President to sign the Stonegate Construction Inc. contract for the Manila Ridge Waterline Extension Project as presented by Mr. Nagy. Commissioner Skidmore seconded the motion. The motion carried unanimously.

TERRY MARTIN, RIC

Commissioner Andes made a motion to approve and authorize the President to sign the Grantee Debarment Review Certification as presented by Mr. Martin. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Mr. Martin discussed with the Commissioners the new HUD Application for Waterline Extensions.

EXECUTIVE SESSION

At 5:53 p.m., Commissioner Skidmore made a motion to enter into executive session for a board interview with Johnny Harris for Putnam County Development Authority Board. Commissioner Andes seconded the motion. The motion carried unanimously.

At 6:08 p.m., Commissioner Andes made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 6:09 p.m., Commissioner Andes made a motion to enter into executive session for a board interview with Dr. Terry Polen for Putnam County Parks and Recreation Board. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 6:25 p.m., Commissioner Andes made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

RICH PULLIN, FIRE SERVICE BOARD

Rich Pullin appeared before the Commission to recognize the Putnam County fire departments for their dedication and service. Mr. Pullin reported that all of the fire stations in Putnam County have improved their ISO (Insurance Services Office) ratings. It is recommended that homeowner's request a reevaluation of their insurance policy at the time of renewal because the ISO rating can possibly decrease their rate.

JEREMY YOUNG, COUNTY MANAGER

Mr. Young presented the following orders for approval:

Commissioner Andes made a motion to approve Parsons Contracting for the demolition of the old Animal Shelter as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to adopt the budget for fiscal year 2020 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve the order to publish the budget as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes excused himself from the Commission meeting.

Commissioner Skidmore made a motion to approve a budget revision for the WVU Extension Fund #412 for supplies and materials as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the General County Fund in the amount of \$100,000.00 payable to the Putnam County Technology Fund (#020) as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the General County Fund in the amount of \$200,000.00 payable to the Putnam County Building Fund (#044) as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the Hotel/Motel Tax Fund to Parks and Recreation Commission in the amount of \$15,250.00, to the Convention and Visitors Bureau in the amount of \$30,250.00, and to the Recreation Enhancement Fund in the amount of \$15,000.00 as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the Spay and Neuter Fund in the amount of \$153.00 payable to Help For Animals for services provided as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the Water and Sewer Fund in the amount of \$257.25 payable to HD Media, LLC for the Manila Ridge Waterline Extension Bid Advertisement as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the TIF Fund in the amount of \$325,124.30 payable to WesBanco Bank, Inc. Trustee for February 2019 TIF Revenue – Trustee is to issue debt service payments Putnam Bonds 2017AB as presented by Mr. Young. President Foster 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 March 11, 2019 to March 22, 2019
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,177.50 payable to Kimberly Sizemore for professional services rendered for February 2019 invoice
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$945.00 payable to Kimberly Sizemore for professional services rendered for March 2019 invoice
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$472.00 payable to Chris Moles for professional services rendered for February 2019 invoice

5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$450.50 payable to Chris Moles for professional services rendered for March 2019 invoice
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$420.00 payable to Anthony Craigo for professional services rendered for January 2019 invoice
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$210.00 payable to Anthony Craigo for professional services rendered for February 2019 invoice
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$210.00 payable to Anthony Craigo for professional services rendered for March 2019 invoice
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,700.00 payable to Prestera Center for Mental Health Services, Inc. for February 2019 invoice for DRC
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$165.00 payable to Call2test, LLC for January 2019 invoice
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$140.00 payable to Call2test, LLC for February 2019 invoice
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$30.00 payable to KPCC Counseling
13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$403.54 payable to Office Depot
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$291.10 payable to Sprint
15. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$450.00 payable to Compton
16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,043.75 payable to QLABS
17. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$300.00 payable to QLABS
18. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$241.42 payable to Galls

19. 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 April 2019 invoice Unit #1
20. 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 April 2019 invoice Unit #4

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

BOARD APPOINTMENTS

Commissioner Skidmore made a motion to appoint Dr. Terry Polen to serve on the Putnam County Parks & Recreation Commission Board, effective March 28, 2019 with a term to expire on August 31, 2021. President Foster seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to rescind the appointment of 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. President Foster 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: Sandra Sue Arnold, Josephine Jacqueline Bonar, Floyd Bartlett Canfield, Sr., Hermie Francis Olive Cobb, Sherald G. Edwards, Mary Jane Godwin, Donald Lee Higginbotham, Danny Ray Jeffers, Ronald Carrel Jordan, Shirley Glenna Peters, Gene Austin Richmond, Jr., James W. Tinch, Sr., Robert Henson Treadway, William E. Warner, Tone Dale Weese

Long Form Settlement: Lonnie Allen Bays, Carl Norman Brown

An Order to disburse the sum of \$232.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to reopen the Estate of Sarah Olivia Cain and appoint Lori Harrison as Administratrix for the sole purpose of wrongful death litigation.

An Order to reopen the Estate of James Ross Taylor and appoint Angela D. Moran as Executrix for the sole purpose of asbestosis litigation.

An Order to approve the Yearly Accounting of Beverly Hope Hinrichs, Executrix DBN of the Estate of Billy R. Beckett.

An Order to approve the Partial Settlement Report of Beverly Hope Hinrichs, Executrix DBN, of the Estate of Billy R. Beckett and to approve the partial distribution contained therein.

An Order to approve the Yearly Accounting of Beverly Hope Hinrichs, Executrix of the Estate of Helen Louise Beckett.

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

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

PUBLIC COMMENTS

There were none.

ADJOURN

At 7:04 p.m., having no further business, Commissioner Skidmore made a motion and President Foster seconded to adjourn the regular session of the County Commission until Tuesday, April 9, 2019 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary